Instructions on How to Apply for an ePermit

1. Access the CUNY portal by visiting www.cuny.edu, and selecting CUNY Portal from the LOG-IN drop down menu.

2. You will be brought to the CUNY Portal login screen. Enter your CUNY Portal user name and password. If you do not have one you can register for a new account at this time.
3. After entering your user name and password you will be brought to the CUNY Portal home page. Click ePermit.

4. You will be brought to the ePermit login screen. Enter your CUNY Portal user name and password again.
5. You will now be on the ePermit welcome page. This page contains general ePermit information as well as links you will need to use as part of the ePermit application process. To get started click “Create New Permit.”

6. Next you will come to the CUNY Permit Form Screen. You will be required to fill in some information such as your degree level, the semester you want to take the permit in, your program affiliation, the class you want to take at the Host College and whether you are taking the class to fulfill a degree requirement or to count it as an equivalent course. These areas are indicated below.
7. If you want the class to count as an equivalent you will have to select the appropriate home college equivalent course. In order to make sure you are choosing an appropriate equivalent you should consult the CUNY TIPPS website.

8. Once you have submitted your ePermit you must wait 2 – 3 business days for a response from the BMCC Registrar. If your permit is approved your next step will be to contact the host college to inquire when you will be able to register. If you wish to cancel an approved ePermit, go back to the ePermit application site, select the appropriate permit and click the “Cancel Permit Application” box.