HOW TO FILE A CUNY ELECTRONIC PERMIT FOR STUDY ABROAD

If you are a Baruch student who is studying abroad on a program sponsored by another CUNY College, you will normally need to file and electronic permit (ePermit) in order to be registered at the host College. The following instructions are designed to assist you in filing an ePermit.

1. Log on to CUNYfirst:

2. You will be taken to your homepage. Please select Student Center.

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1 Students who study abroad on the New York-Paris Exchange or the CUNY Italy exchange are not required to submit e-Permits. There might be other exceptions; if in doubt, please contact the sponsoring CUNY College to find out whether you need to submit an e-Permit.
3. Use the pull-down menu displaying “other academic” to select “ePermit”, then click on the arrows:

![Image of Access Value Excellence](image)

4. Choose the appropriate TERM (Spring Term, Summer Term or Fall Term), click on the button next to “Add ePermit,” then click on “Continue.” Please note: the January intersession is considered part of the Spring Term.

![Image of Select Term](image)
Next to “*Permit Type,” use the pull-down menu to select “Study Abroad”:

In the boxes under “Search for Home Course”:

- □ next to Subject: write “STABD”
- □ next to Catalog: enter the numbers “110xx” where “xx” stands for the number of credits that the host CUNY College will register you for. Here are two examples:
  1. The course “The Development of the Silk Road” taught on the Brooklyn College China program is worth 3.0 credits at Brooklyn, and the Baruch equivalent course AAS 3085 is also worth 3.0 credits. If you are going on the Brooklyn program and enrolling in this or another course like it, you would enter “STABD 11003.”
  2. Lorenzo de’ Medici offers a more intensive Elementary Italian II language course that the College of Staten Island values at 4.0 credits. Baruch students who enroll in the course, however, will only receive 3.0 credits at Baruch for our ITL 1001. In this case, you would enter “STABD 11104,” since 4 is the number of credits that CSI will enroll you for (and for which you will be charged tuition).

In the box under “*Host College”:

- □ Select the host College from the pull-down menu (we are using Queens College to illustrate)

In the box under “*Career”:

- □ Select “Undergraduate” from the pull-down menu

In the box under “*Subject”:

- □ Search the Subject and select “STABD” from the pull-down menu.
In the box under “*Catalog Number”:

- Search for courses under STABD and choose the value that seems to correspond to the value of the credits you are taking.

In this example, you would choose “4993,” because this is the code used by Queens College to designate its study abroad programs that are valued at 3.0 credits.

(Please note: If you are submitting an ePermit for another CUNY College, its code for STABD will be different:

For Brooklyn College, the corresponding Catalog Number would be “1005”
For City College, the corresponding Catalog Number would be “10003”
For the College of Staten Island, the corresponding Catalog Number “103”
For Hunter College, the corresponding Catalog Number would be “11103”
For John Jay College, the corresponding Catalog Number would be “103”

In the box under “Description”:

- The value should be entered automatically if you have completed the values for *Subject and *Catalog Number:

In the box next to “Comments”:

- Enter information about the program destination and/or host institution abroad that you will be attending.

Then click “submit.”

If all the information you provided is accurate and corresponds with the records of the Registrar’s and Study Abroad Offices, your request for an ePermit should be processed without difficulty. If your request is sent back for clarification, and you are uncertain what to do, please contact the Study Abroad Office immediately.
The ePermit Approval Process

Your ePermit will not be given final approval until you have been “cleared” academically and financially.

“Academic clearance” means:

1. Your Baruch Application to Study Abroad on the given program has been approved.
2. You have been approved for the minimum number of courses/credits for the program you are applying to.
   a. If you are submitting an ePermit for a Winter or Summer program, you need to have all the course(s) you plan to take approved for Baruch College credit. **Please note:** you can have more than one course listed in your Application, but the course you wish to take must be among them.
   b. If you are submitting an ePermit for a semester-long program, you will need to have courses that are worth at least 12 Baruch College credits approved, or have a Conditional Permit approved. (Please see the Study Abroad website or the Study Abroad Office for information about Conditional Permits.)

“Financial Clearance” means:

1. You must pay (or have paid on your behalf) tuition and applicable fees for the credits you are taking. You must provide evidence to the Study Abroad Office that your account shows a zero balance. (In other words, if you still owe money from the current or a previous semester, you will need to pay off any outstanding balance, or obtain a waiver from the Baruch College Bursar’s Office.

The ePermit approval process for study abroad at Baruch has three separate levels of approval:

1. First-level approval: given by the Registrar’s Office after verifying your overall eligibility to study abroad. If it determines that you are eligible, it will give first-level approval.
2. Second-level approval: given by the Director of Study Abroad after verifying that a given student has been cleared academically and financially, and that the student has submitted a completed Baruch College CUNY Independent International Travel Form.

You may submit your ePermit for study abroad as early as you like, but it will not be given second-level approval until the above two conditions have been met. Please make sure that you monitor closely the progress of your application, and pay the tuition and any applicable fees promptly.

If you have any questions about or run into any difficulties trying to submit your ePermit, please contact the Study Abroad Office.

For Non-Baruch CUNY Students

If you are attending a Baruch faculty-led short-term program, or have been nominated to attend on of Baruch’s exchange programs, you will need to submit an ePermit. The procedures described above will in general apply to you, but you should also be sure to contact your home college’s study abroad office for any specific instructions.