E-Permit lets matriculated students request permission from the home college to take courses at other CUNY colleges to fulfill some current degree requirements.

Please read Baruch's Epermit webpage before applying.

*** https://enrollmentmanagement.baruch.cuny.edu/registrar/epermit/ ***

To apply for ePermit, start by... (applicable to all eligible applicants)

- Log in to CUNYfirst.
- Navigate to Student Self Service → Student Center.
- Select the ePermit option within the other academic drop down menu. Click on the double-arrow button beside it to proceed.
Add ePermit with Equivalent Courses (mode 1)

Preferred mode for (most) Undergraduate Degree students/classes

Groups that must NOT use mode 1: CUNY-BA program | Graduate Degree students | Classes at Macaulay Honors College | Liberal Arts (LAS) elective Baruch equivalents | Undergraduate ROTC classes | STABD supplement forms | KbCC, LgCC, and Guttman CC: Winter and Summer sessions (see Pages 7 to 8, 13)

- **Baruch College Undergraduate Degree students**, select **Add ePermit with Equivalent Courses** and the **correct Term** (desired term @ **Baruch College**). Click **CONTINUE**.

- CUNY-BA program | Graduate Degree students | Classes at Macaulay Honors College | Liberal Arts (LAS) elective Baruch equivalents | Undergraduate ROTC classes | STABD supplement forms | KbCC, LgCC, and Guttman CC: Winter and Summer sessions please continue reading. **Pages 11 through 13** have additional instructions on how to submit your forms (mode 2).
Use this page (Baruch College : Browse Course Catalog) to find the Baruch College course you are seeking credits for.

Do you need assistance in building a schedule or unsure what Baruch courses to take to be on track for graduation?  

(1) Please review your Baruch DegreeWorks online advisement tool for guidance.  

(2) Please make an appointment to meet with an academic advisor or your program’s advisor before submitting any ePermit application.

Schedule an appointment to meet with a Baruch Academic Advisor via their online appointment system.
After selecting the desired Baruch course, click on **fetch equivalent CUNY courses** to view a list of courses across all CUNY institutions that may be equivalent to the selected Baruch course.
Select the course corresponding to the desired Host Institution (select one box next to desired host course in the Request ePermit column.)

PLEASE NOTE:
* You may use the following website to double check the stated equivalency.
  [https://explorer.lehman.edu/transfer-rules] | Sending College: Where the class will be attempted. | Receiving College: Where the credits will transfer back to. ]
** To show the list of results in order and on one page, you may click Host Institution to sort in alphabetical order, then click View All.
*** An equivalent host course does not necessarily mean it will be offered, or whether there are open seats available. See additional step below.

Please use the Schedule of Classes (Global Search – Class Schedule) to view course details and availability at the host college in the link below.

https://enrollmentmanagement.baruch.cuny.edu/registrar/schedule-of-classes/

* If a host course will not be offered, please do not submit it for consideration. On the same topic, if the host course is not offered in the term (or session) you want, please don't submit it.

* E-permit requests are not wild cards.
  E-permit requests are specific to what is indicated in the form and are not transferable- this means approvals cannot be saved (or applied) to a different class, college, session, or term.
After selecting the desired Host Institution and class, click on ePermit form to continue.

Make sure the proper term is selected for the ePermit form. If you selected a term by error, please do not submit the application. Go back to the beginning of the process, select the correct term, and start over.
**Host Session** selection (Look up the Host Session and select the one that you will take the class in. This field is very important. A decision is based on the exact form you will submit for review.)

Regular Fall term: Select **Regular Academic Session**

Winter Intersession is part of Spring term [CUNY colleges that follow the 15-week calendar only]:
Host Term: Spring term, Host Session: Winter

- **Winter session at Kingsborough CC, LaGuardia CC, or Guttman CC only**: select ‘ADD EPERMIT’ and the ‘Baruch College SPRING term’ form. Host Term: FALL term, Host Session: 2
  (Example on next page.)

  Fall term Session 1 corresponds to Baruch College’s Fall term. Fall term Session 2 corresponds to the Winter Session.

Regular Spring term: Select **Regular Academic Session**

Regular Summer sessions for 15-week colleges: Instructions are on an upcoming page.

- **Summer session at Kingsborough CC, LaGuardia CC, or Guttman CC only**: select ‘ADD EPERMIT’ and the ‘Baruch College SUMMER term’ form. Host Term: SPRING term, Host Session: 2
  (Example on next page.)

  Spring term Session 1 corresponds to Spring term at Baruch College, but it would meet March to mid-June. Spring term Session 2 corresponds to Baruch College's Summer term.
*Host Session* Winter / Summer Epermits *(KbCC | LgCC | GUTTMAN CC only)*

For Example ...

Winter session at Kingsborough CC, LaGuardia CC, or Guttman CC only: select ‘ADD EPERMIT’ and the ‘Baruch College SPRING term’ form. Host Term: Fall term, Host Session: 2
*Host Session*  **Summer Epermits** (15-week colleges only)

1) Select one preferred host college/host course by checking the empty box in the Request ePermit column.

2) Click **view class sections** corresponding to the selected host course.

3) **Terms Offered** ➔ Select corresponding term for the ePermit request  
   {E.g. Fall 2020, Spring 2021, etc...}

4) Click **view class sections** corresponding to the selected host course **one more time.**

5) Look through offered sections. Note down the host session that you are interested in and look it up in the ePermit form under *Host Session.*  
   {E.g. 5W1 = Five Week - First}
**Permit Type** selection

- Choose a **Permit Type**.

**CUNY Baccalaureate** is for Unique and Interdisciplinary Studies. Only officially accepted CUNY-BA students should & must select this permit type.

**NOT** in the **CUNY Baccalaureate** for Unique and Interdisciplinary Studies program? **DO NOT** select it.

**Trying to Study Abroad?** Please refer to the Study Abroad Office website before filing an ePermit supplement form.

1) [https://zicklin.baruch.cuny.edu/faculty-research/centers-institutes/weissman-center-international-business/study-abroad/](https://zicklin.baruch.cuny.edu/faculty-research/centers-institutes/weissman-center-international-business/study-abroad/)

2) [https://zicklin.baruch.cuny.edu/faculty-research/centers-institutes/weissman-center-international-business/study-abroad/application-process/additional-study-abroad-requirements/](https://zicklin.baruch.cuny.edu/faculty-research/centers-institutes/weissman-center-international-business/study-abroad/application-process/additional-study-abroad-requirements/)

**NOT** trying to **Study Abroad**? **DO NOT** select it.

Given the other options listed, pick the one most applicable to the requirement you are trying to fulfill for your Baruch degree.

- **Look through your application form before clicking 'Submit'.**  
  [Correct term(and session)? Correct Permit Type? Only one row of Host College/Host course information?] If you are satisfied, click on **Submit**, and you are done!

Your request will be marked as **Initiated**. This shows you have successfully submitted the ePermit form to Baruch College for consideration. **Visit Baruch's (outgoing) Epermit webpage to learn what to expect next.**

Please read Baruch's Epermit webpage before applying.

*** [https://enrollmentmanagement.baruch.cuny.edu/registrar/epermit/](https://enrollmentmanagement.baruch.cuny.edu/registrar/epermit/) ***
Add ePermit (mode 2)

Groups that MUST USE mode 2: CUNY-BA program | Graduate Degree students | Classes at Macaulay Honors College | Liberal Arts (LAS) elective Baruch equivalents | Undergraduate ROTC classes | STABD supplement forms | KbCC, LgCC, and Guttman CC: Winter and Summer sessions (see Pages 7 to 8, 13)

Official CUNY-BA students (with a program plan of CUNY Baccalaureate in your Baruch record): This cohort is not required to provide a Baruch College home course. Baruch College ePermit unit does not transfer back these credits to your Baruch record.

Simply select CUNY Baccalaureate as the Permit Type, and input one Host College and one Host course in the form. [Refer back to Page 7 for *Host Session* selection.] Then, click Submit.
**Graduate Degree students**: Graduate level courses are not set up to have Transfer Rules. Hence, this group must use mode 2 to apply. **Graduate students must verify the Baruch equivalent course with their Graduate advisor or program office first.** Then, **manually** enter the Baruch course in the **Search for Home Course** section.

Please only submit one Baruch home course and one host college course for each ePermit request form. [Refer back to Page 7 for *Host Session* selection.] Then, click **Submit**.

*If you leave the Home Course section empty, the form is incomplete. Incomplete and incorrect forms will be denied. Denied/cancelled forms cannot be reactivated.*
Undergraduate Degree students, it is best to use **Add ePermit with Equivalent Courses** (mode 1) to apply. **Groups indicated to MUST USE mode 2**, please manually enter the correct Baruch equivalent course (*Search for Home Course*) before submitting the form.

Please only submit one Baruch home course and one host college course for each ePermit request form. [Refer back to Page 7 for *Host Session* selection.] Then, click **Submit**.

* **ROTC (Military) classes**: Baruch Home Course should be * Subject: MIL | Catalog: 7000 *
* **MHC classes**: Verify the Baruch equivalents with your MHC advisor first.
* **Liberal Arts elective equivalents**: Input LAS 7000 (Elective) in the Comments section in the form before submitting. LAS 7000 will not populate in the Home Course fields.
* **STABD supplement forms**: Verify the correct STABD 'Home Course' with the Baruch Study Abroad Office first.
Bonus Page:

Steps to check the Status and Details of submitted ePermits in your student account

Note: There are no automated emails with status updates. Please check ePermit status via your CUNYfirst account regularly. Do not email us if you have not look up the status via your student account first.

Student Center > ePermit in the drop down menu > Search ePermit > desired term @ Baruch College > Select the radio button corresponding to the desired ePermit > Continue > Scroll up/down in the ePermit form to see all details and comments.

View/Hide Comments in the lower part of the page may have additional comments. The Comments box can be expanded.