How to Apply for an ePermit for Study Abroad
For Brooklyn College Students Going on Other CUNY Programs

All ePermit applications must be made through CUNYFirst. In preparation for applying for a study abroad ePermit, you must:

- ☐ File an IEGE Online Application/Notification of Study Abroad form.
- ☐ Clear all negative service indicators ("stops" or "holds") on your account.
- ☐ Contact your CUNY host institution's study abroad office and obtain its STABD catalogue number for your program abroad.
- ☐ If you are studying any of your last 18 credits while abroad, you must file an e-petition to the Center for Academic Advisement and Student Success (CAASS) through the BC WebCentral portal. E-petition instructions are available in CAASS's Office of Academic Standing, 3219 Boylan Hall.

Steps to apply for an ePermit:

1. Login to your CUNYfirst account and navigate to the "Student Center" page.

2. Under the "Academics" section in the dropdown box that says "Other Academics...", select **ePermit** (if you get a message indicating you are not eligible, see information below about Eligibility).

3. Select the appropriate study abroad term (choose "Spring" for Winter Intersession).

4. Select **Add ePermit** and click "Continue".

5. Select **Study Abroad** from the Permit Type drop down menu. If you are going on a Winter Intersession program, check off "Winter" under permit status.

6. Ignore the section "Search For Home Course" and instead, go to the lines found below and choose the host CUNY school name.

7. Next, in the "*Host Career" column, choose **Undergraduate** or **Graduate** from the drop down menu depending on your status.

8. If you are going on a Summer program, use the magnifying glass search button in the "*Host Session" column to select **Five Wk 1** (Summer I Session) or **Five Wk 2** (Summer II Session).

9. Then, in the "*Subject" column, use the magnifying glass search button to select **STABD**.

10. In the "*Catalog Number" column, use the magnifying glass search button to select an STABD number. STABD numbers vary from institution to institution. Typically, you select an entry depending on how many credits in total you are planning to take on your program. The last two digits are the credits, so for

example, click STABD 1003, 1004, or 1006 etc. (1003= 3 credits, 1004= 4 credits, 1006= 6 credits, etc.).

==***Remember that no actual course is ever chosen.**==

==**It should always be the STABD Study Abroad placeholder option.***==

11. In the comments section, you can specify your study abroad program, host institution, and reconfirm the amount of credits you wish to be registered for.

12. Review all information for accuracy, and then click "Submit". The page will refresh, and the status of the permit will be listed as "Initiated".

13. Once submitted, the status of your ePermit can be checked through CUNYfirst at any time by selecting **Search ePermit** after Step 3.

14. Once the status of your ePermit has been completely approved, take a screenshot of the full page of the approved ePermit and **email it to IEGE**, as well as to the host CUNY study abroad office which is sponsoring your program.

Eligibility to apply for an ePermit:

When applying for an ePermit, you may receive a message that indicates you are not eligible. To be eligible to apply for an ePermit, you must have:

- Completed one full semester at Brooklyn College. First-semester freshmen or transfer students wishing to study abroad may file a "paper permit". Obtain instructions from IEGE.
- Met the minimum GPA requirement (Undergraduate: 2.00, Graduate: 3.00).
- Cleared all stops on your record (e.g.: financial, advising, immunization, etc.).
- If within your last 18 credits, received approval of an e-petition to take credits abroad.

What to do if you are blocked from completing an ePermit request?

- Check CUNYFirst for any existing stops on your record and get them cleared before applying again for the ePermit.
- BC athletes, Macaulay Honors, CUNY BA Program, and SEEK students should ask their advisors to temporarily lift the relevant hold on their account.
- If you are within your last 18 credits, file an e-Petition with CAASS.
- Consider applying for a Brooklyn College or non-CUNY sponsored program.
- Study abroad for a later term when your first semester grades have been posted.

Students are always welcome to come by and complete their ePermits in the IEGE office; we can help if you are confused with any of the process! However, if you have cleared all eligibility issues and are still receiving the CUNYFirst ePermit ineligibility message, please contact Evette Sancho in the Registrar's office at *718-951-5693 or esancho@brooklyn.cuny.edu*.