



The City University of New York

APPLICATION FOR PERMIT TO ATTEND ANOTHER COLLEGE

[] SPRING _____ [] SUMMER _____ [] FALL _____

Please read the information carefully before filling out this form, IT IS THE RESPONSIBILITY OF YOU, THE STUDENT, TO MAKE SURE THAT ALL OF THE INFORMATION HAS BEEN ACCURATELY FILLED OUT AND THAT PROPER AUTHORIZATION HAS BEEN GRANTED.

National Student Exchange or Study Abroad Students must receive approval from the Director or the National Student Exchange Program, Room 1420 East.

INSTRUCTIONS ARE ON THE BACK OF THIS FORM.

Name: _____ ()
Last First M.I. Phone Number

Address: _____
Number and Street Apt. # City State Zip Code

ID# _____ / _____ / _____ Status at Hunter: [] Undergraduate [] Graduate

E-MAIL ADDRESS: _____

College you will be attending (Host College): _____

Student's Signature Date

*****To Be Filled out By the Department Advisor*****

Hunter Equiv. (Course No.)	Course Name at Host College	Course Number at Host College	Credits at Host College	Dept. Advisor Signature	Department Stamp

Upon completion of your work at the Host College, all students should request an official transcript to be mailed to:
Office of the Registrar
Records Division - Permits
Hunter College
695 Park Avenue, Rm. 223 North
New York, NY 10065

*****For Office Use Only*****

Matriculated _____ Not Graduating _____
Not on Probation _____ No Stops _____
At Hunter the Prior Semester _____ Approved _____
Not on Permit Two Semesters _____ Date _____

Instructions For Students Going To Another College on Permit Eligibility Requirements

Students must:

1. be Matriculated
2. be in Good Academic Standing (Not on Probation).
3. NOT have any STOPS on their record.
4. have been in attendance the prior semester.
5. **Students may NOT go on permit the semester they plan to graduate.**
6. **Students may NOT go on permit consecutively for more than two semesters.**
7. The maximum number of credits students may take on permit is 11 credits during the Fall or Spring, 7.5 credits for each Summer Session, unless otherwise specified.

PROCEDURE FOR GOING TO ANOTHER CUNY SCHOOL ON PERMIT:

YOU MUST SUBMIT AN "E-PERMIT" APPLICATION IF YOU ARE PLANNING TO GO TO ANOTHER CUNY SCHOOL. HUNTER COLLEGE WILL NO LONGER ACCEPT PAPER PERMITS. SINCE E-PERMIT IS A COMPONENT OF THE CUNY PORTAL, YOU MUST REGISTER FOR THE CUNY PORTAL BEFORE ATTEMPTING TO SUBMIT AN E-PERMIT APPLICATION. PLEASE GO TO [HTTP://WWW.CUNY.EDU](http://www.cuny.edu). **READ ALL DIRECTIONS AT THE CUNY PORTAL WEB SITE BEFORE REGISTERING.**

PLEASE NOTE: ALL PERMIT GRADES, AS WELL AS CREDITS, FROM OTHER CUNY COLLEGES WILL BE ENTERED ON THE STUDENT'S HUNTER COLLEGE RECORD AND CALCULATED IN THEIR **GPA**. THIS INCLUDES COURSES TAKEN AT CUNY-UPR, YIVO INSTITUTE, THE PARIS EXCHANGE PROGRAM, AND MARYMOUNT MANHATTAN COLLEGE (DURING THE FALL AND SPRING SEMESTERS ONLY).

PROCEDURE FOR GOING TO A NON-CUNY SCHOOL (UNDERGRAD AND GRADUATE):

1. Matriculated students taking at least one course at Hunter during the Fall or Spring semesters must complete this form. (Students taking courses during the summer at a Non-CUNY school are NOT required to also take a course (s) at Hunter before utilizing this form.) Take this form to the applicable Hunter College department for the course(s) listed on the front of this application in order to obtain both a Hunter College equivalent and approval (both stamped and signed) to take course(s) at the other school. Please be sure that all parts of the permit form are filled out.
2. Make a copy of the approved permit and return the original to the OASIS. *Nothing is returned to the student and no registration for the Permit Course is done at Hunter.* All registration for the course(s) is done at the college the student is planning to attend.
3. Students who, during the Fall or Spring semesters, are not taking any courses at Hunter while attending a Non-CUNY school should NOT file this form. The course(s) will be handled as Transfer of Credit through the Admissions Office, Room 203 HN. A Readmission Application must be filed with the Welcome Center, Room 100 HN by the deadline date prior to returning to Hunter College.
4. Upon completion of your course(s) have an official transcript sent to the Registrar's Office (see address on front of this form). Only a grade of "C" or better for Undergraduate and "B" or better for Graduate courses is acceptable from a Non-CUNY school.
5. Students may attend Marymount Manhattan College on the Special Exchange Program during the FALL AND SPRING SEMESTERS ONLY. This program is for UNDERGRADUATES. No more than 6 credits may be taken in one semester. During these semesters follow the procedures below, A through E. During the Summer Session follow the instructions above numbered 1 through 4. Students may attend Yivo Institute during the Fall or Spring semesters and the Summer Session.
6. Students may also attend Manhattan College for Aerospace Studies Courses given by the Air Force ROTC Unit. The credits for these courses will be accepted by Hunter College as Elective credits only.
 - A. Students must take this form to the Hunter College department corresponding to the course(s) listed on the front of the application to obtain both a Hunter College equivalent and approval (both stamped and signed) to take course(s) at the other school. **Please be sure that all parts of the permit form are filled out.**
 - B. RETURN THIS FORM TO THE OASIS WHEN YOU ARE READY TO REGISTER AND PAY FOR THE COURSE (S). STUDENTS REGISTER FOR THE NUMBER OF CREDITS THE COURSE IS AT THE HOST COLLEGE, BUT PAY THE TUITION RATE THAT IS CHARGED AT HUNTER. You will be given a bill at the OASIS which you should take, along with your payment, to the Bursar. Give the Bursar's Office, Room 238 North, the CUNY permit form to stamp and bring both the CUNY permit form and the paid Bursar's receipt back to the OASIS for the college seal.
 - C. Students give the yellow part of the CUNY permit form, and show the paid Bursar's receipt, to the school they wish to attend.
 - D. PLEASE CONTACT THE HOST COLLEGE TO FIND OUT THE PROCEDURES FOR ADMISSION AND REGISTRATION.
 - E. IF YOU DO NOT REGISTER FOR THE PERMIT CREDITS OR REGISTER FOR A DIFFERENT NUMBER, YOU MUST BRING A LETTER WITH THE SEAL, TO THE OASIS, WHICH INDICATES YOUR STATUS AT THE HOST COLLEGE.