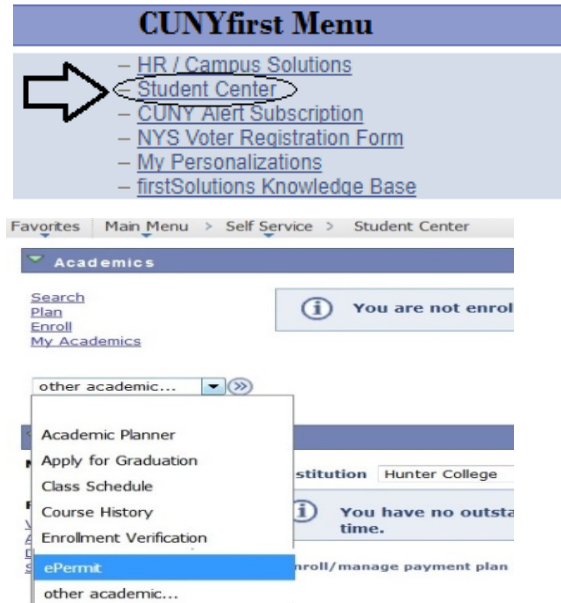


# How do I cancel my ePermit via CUNYfirst?

1. Log into CUNYfirst using your username and password.

2. Access the "Student Center" page ----->

3. Select "ePermit" using the drop down menu ----->



***DO NOT CLICK ON HOST COLLEGE SEMESTER (The school where you're planning to attend on Permit)***

Select the semester your ePermit was approved at **Hunter** (Ex. 2017 Fall – Hunter College).

4. Select the "Search" button ----->

5. A list of ePermit(s) will appear ----->



6. Scroll down to bottom of ePermit application ----->

\*\*\*It will take a few business days for our office to remove the billing units (PERM) from your CUNYfirst account after you have cancelled the ePermit application. The "PERM" course is a placeholder of approved credits you have applied via ePermit. Once removed, your balance will re-adjust accordingly\*\*\*

**Please Note:** if you have submitted a **Manual Paper Permit**, you are unable to cancel with the instructions above. Please send an e-mail to [epermit@hunter.cuny.edu](mailto:epermit@hunter.cuny.edu) with the following information - CUNY Empl ID #, Semester and Host College (The school where you're planning to attend on Permit), requesting to have your ePermit cancelled.