

# HUNTER

The City University of New York

## APPLICATION FOR PERMIT TO ATTEND ANOTHER COLLEGE

SPRING 20\_\_\_\_  SUMMER 20\_\_\_\_  FALL 20\_\_\_\_  WINTER 20\_\_\_\_

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.

INSTRUCTIONS ARE ON THE BACK OF THIS FORM.

Name: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Last 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 \_\_\_\_\_

**\*~\*ToBe 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:

Education Abroad Office  
Hunter College  
695 Park Avenue, Rm. 1447 East  
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. Studentšuláy; NOT go on: permit conseCutively for- more than two semester";
7. Theimã\*itnumiñumber Of creditsštudents\_ may take on permit is -IT credits- during the Fall or Spring; 7.5 crèdits;for each Summer Session, unless Otherwise specified.

#### PROCEDURE FOR GOING TO ANOTHER CUNY SCHOOL ON PERMIT:

YOU MUST SUBMIT AN "E-PERM[T] 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 CNY 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 FIN. 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 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 I through 4. Students may attend Y ivo 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 fõrm to the Hunter Colle e department correspondng to the course(s) listed a e 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 WHEN YOU ARE READY TO REGISTER AND PAY FOR THE COURSES).

STUDENTS REGISTER FOR THE NUMBER OF CREDITS THE COURSE IS AT THE HOST COLLEGE, BUT PAY THE TUITION RATE THAT 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 NO 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.