



NEW YORK CITY COLLEGE OF TECHNOLOGY

Office of the Registrar
300 Jay Street, Brooklyn, NY 11201
Telephone (718) 260-5800

Non-CUNY Permit Form

This form is to be used for all students attending New York City College of Technology wishing to register at a non-CUNY institution.
Using your campus email, please send completed form to Registrar@citytech.cuny.edu

Name: _____ EMPID: _____

Address: _____ Phone: _____

E-mail Address: _____

Home College: NYCCT Non-CUNY Institution: _____

Student Signature: _____

In the absence of a written signature: submission from your campus email to Registrar@citytech.cuny.edu will suffice.

Academic Approval: You (the student) must obtain the approval of the appropriate academic advisor who will indicate the number of credits to be awarded by the CUNY College. Each CUNY college may establish academic requirements to allow such non-CUNY registration (e.g., minimum GPA, maximum number of transfer credits, etc.)

Semester: _____ Year: _____

Non-CUNY Inst. Course Name and No.	NON-CUNY Crs.	NYCCT Equivalent Course Name and No.	Home Crs.	Signature of Faculty Advisor(s)	Date

Financial Aid Approval: If you (the student) expect to receive financial aid for the semester, you must speak with a Financial Aid Office representative to determine the college's policy with respect to inclusion of non-CUNY coursework in determining eligibility for student aid. Disbursement of financial aid is subject to proof of registration and certification of attendance from the non-CUNY institution.

CUNY Financial Aid Counselor Signature

Date

Registrar Approval: You must obtain the approval of the NYCCT registrar to ensure that the non-CUNY course(s) will be recorded on your transcript. It is the student's responsibility to ensure that the non-CUNY transcript is transmitted to CUNY registrar. You will not be charged any CUNY tuition or fees for non-CUNY course(s).

NYCCT Registrar Signature

Date

