



Registrar

PERMIT APPLICATION TO ATTEND NON-CUNY INSTITUTION

Students who wish to take courses at a non-CUNY college while still taking courses at John Jay College at the same semester must complete this application. Students who have earned over 60 credits cannot apply for permit to a non-CUNY community college. Course description from the other institution will be used as the basis of course equivalency at John Jay. Approval of permit does not constitute registration of the course at the host college. Upon receiving approval, students must contact the host college to register for the approved course(s). Grade(s) received as a permit course is not computed into the student's grade point average at the home college. Upon completing the course, a copy of the official transcript must be sent from the host college. Transcript of permit courses not received after the end of the semester may result in loss of financial aid eligibility.

Completed By Student

First Name: _____ Last Name: _____

Last 4 digits of SS#: _____ Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Total Credits Completed: _____ Student Major: _____

Institution the course(s) are taken: _____

Semester (check one only): Summer 20____ Fall 20____ Winter 20____ Spring 20____

List the course(s) to be taken at the above institution and submit course description for each course.

Course (i.e. SOC 101)	Title (i.e. Intro Sociology)	Credit(s)	Equivalent course at John Jay (i.e. ANT 101)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

If approved, I am taking the above courses along with registered course(s) at John Jay College. If no course(s) are completed at John Jay College, this permit application may be denied or I may need to apply for readmission for a future semester.

Student Signature: _____ Date: _____

For Office Use Only

List of Approved Course(s)

1. _____ 2. _____
3. _____ 4. _____

Evaluated/Approved by: _____ Date: _____

Denied by: _____ Reason: _____

For Office Use Only

Fall _____ Winter _____ Spring _____ Summer _____

Rec'd By: _____ SIMS/FAPINQ Input Date: _____

White – Registrar

Yellow – Student

8/13/2012