

Study Abroad Winter & Summer 2020

As a CUNY student, how do I get started?

1. [Search](#) for a [program](#) that meets your interests.
2. Obtain CUNY or non-CUNY study abroad program information and syllabus for each desired course directly from the sponsor school.
3. Get a current unofficial transcript via [CUNYfirst](#), and student advisement [degree audit](#).
4. Make an appointment to see International Student Life Manager Lampeto (Bette) Efthymiou in the Center for International Affairs in Library Building room L-431. Bring program information, syllabus, unofficial transcript, and degree audit.
5. Bring the course syllabus of the selected program to the appropriate QCC department chair to verify the course is transferable to QCC. If approved, the QCC department chair must complete and sign the “Permit for Matriculated Students to Attend another Institution” available at Registrar (Administration Building room A-104) or the Center for International Affairs.
6. For non-CUNY programs, contact Stephanie Allen after in Admissions (Administration Building room A-210, 718-281-5601, SAllen@qcc.cuny.edu) to confirm the course(s) are transferable to Queensborough.
7. Complete a budget template and visit Carla Guevara of the Office of Financial Services in Library Building room L-411 (718-281-5145) to learn how financial aid may apply towards your program expenses. Students can also apply for loans to cover program costs.
8. Meet with your Academy adviser to determine how your approved transfer course can fulfill your program requirements.
9. Submit the program application by posted deadline to sponsor school or through our office and provide us with a copy of your application. Program requirements and deadline dates are posted on the school’s individual website.
10. If you are accepted, apply for or renew your passport if you do not already have a valid, unexpired one. [U.S. passport processing](#) is available at the [Bursar](#) (Administration Building room A-118). Non-U.S. citizens must apply for a passport from the consulate of their country of citizenship. Also, check whether you need a visa as additional entry documents may be required depending on your country of citizenship, program destination, and duration.
11. Submit an [ePermit](#) via CUNYfirst. To submit an ePermit, select “ePermit” from the dropdown menu in the Academics section of your Student Center page in CUNYfirst. Note ePermit is the permission to take a course at another CUNY college. Please contact Kamla Bhagwandas of the Registrar (KBhagwandas@qcc.cuny.edu) with any questions regarding ePermit.