

Instructions for getting an E-Permit from Queens College

- 1) Fill out the attached Non-CUNY E-Permit. Only fill out what is highlighted in yellow and check off the box next to the semester you would like to apply these credits towards.
- 2) Email the form to the Department Chair of Middle Eastern Studies, Dr. Yunzhong Shu Yunzhong.Shu@qc.cuny.edu and request permission to take the course. He will sign the application and email it back to you.
- 3) Forward Dr. Shu's email to Maksuda Khatoon maksuda.khatoon@qc.cuny.edu at the Office of the Registrar to activate your E-Permit. They will email you back your E-Permit.
- 4) Forward the E-Permit to info@fullcoursepress.com and we will email you the payment link and the link to join the course.