Application for Letter of Permission

This application is to be completed by Students in programs offered through the Faculty of Arts when they would like to take courses at an institution other that the University of Alberta and apply those credits to their program. This includes student enrolled in the EXPLORE program but excludes students in Study Abroad programs.

Processing time: Allow a minimum of three weeks for this application to be assessed

To gain approved permission Students must:

1) have completed a minimum of ★24 at the U of A
2) not exceed the maximum course load allowed per term
3) be in Satisfactory Academic standing at the time of application
4) not have already received the maximum allowable transfer credit (★60)
5) have department consent if enrolled in a Fine Arts program
6) Provide course and institution details
7) notify the USS office must in writing of any enrolment changes after approval has been granted
8) Transfer credit will only be granted if the achieved grade is C- or higher

Submission deadlines: Fall term – June 30th, Winter – October 1st, Spring – Feb 1st, Summer – April 1st

Student Information:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phone Number  Email address

What is your Academic program? ____________________________________________

Total Credits (including courses in progress) completed so far: ★________

☐ Explore Program – (Student with a 30-level language will not receive additional credit at a 100 level placement)

Is it impossible to take this course at the University of Alberta?

☐ No  ☐ Yes If so, why? ____________________________________________
**Course and Institution Information:**

When applying to transfer courses from an Alberta institution use the Alberta Transfer Guide at www.transferablerta.ca to find U of A equivalents.

When applying to transfer courses from an institution outside of Alberta student must **attach** the following:

1) a course description  
2) explanation of grading system used  
3) level assigned to the course (e.g. junior level or advanced)  
4) number of hours of instruction (per week and total for course)

**Host Institution Information:**

Name of Institution: _______________________________  
Location: _______________________________

Dates you wish to attend the host institution? From (mm/yy) ___________ to ___________

<table>
<thead>
<tr>
<th>Courses at Host Institution</th>
<th>Proposed UofA Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 __________________________</td>
<td>★________</td>
</tr>
<tr>
<td>2 __________________________</td>
<td>★________</td>
</tr>
<tr>
<td>3 __________________________</td>
<td>★________</td>
</tr>
</tbody>
</table>

Department Advisor Approval Required for students in **Fine Arts** Programs:

---

☐ I understand that misrepresentation of facts may be found to be a violation of the Code of Student Behaviour and be sanctioned accordingly.

☐ I have checked my program and have ensured that the requested courses meet requirements for my degree

Student signature: ___________________________  
ID#________________________  
Date: ______________

---

The personal information for this application is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of determining if the students request for a letter of permission will be approved. Direct any questions about this collection to the Faculty of Arts Undergraduate Student Services: 1-17 Humanities, 780-492-4295.

---

**For Faculty Office Use Only:**

Faculty Approval:  
☐ Granted  
☐ Denied

Reason for Denial: ____________________________________________________________

Faculty Signature ___________________________  
Date: ______________  
Transcript Deadline: ______________

Date communication sent: ______________