

## Application for Letter of Permission

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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 than 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 30<sup>th</sup>, Winter – October 1<sup>st</sup>, Spring – Feb 1<sup>st</sup>, Summer – April 1<sup>st</sup>

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### Student Information:

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Last Name	First Name	Student ID #
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Phone Number	Email address
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What is your Academic program? \_\_\_\_\_

- EXPLORE Program – (students with a 30-level language will not receive credit at a 100-level placement)

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

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

- No       Yes - If so, why? \_\_\_\_\_



**For Faculty Office Use Only:**

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Faculty Approval:

- Granted
- Declined

Application of Letter of Permission declined because: \_\_\_\_\_

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Faculty Signature

Date

Transcript Deadline

Additional Faculty Comments:

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- Letter of Permission mailed    Date: \_\_\_\_\_
- Letter of Permission emailed    Date: \_\_\_\_\_