

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

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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:		
Loot Nove o	First Name	Ctudant ID #
Last Name	First Name	Student ID #
Phone Number	Email address	
What is you Academic pr	ogram?	
☐ EXPLORE Pr	ogram – (students with a 30-level lar	nguage will not receive credit at a 100-level placement)
	Total Credits (including	g courses in progress) completed so far: *
Is it impossible to take this	course at the University of Alberta?	
□ No □ Yes - If	so, why?	

Phone: 780-492-4295 Fax: 780-492-6325 email: arts.undergrad@ualberta.ca Toll free (in Canada): 1-888-533-5735

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 provide the following:

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

The above information **must** be attached to this application.

Host Institution Information:						
Name of Institution:						
Address:						
When do you wan	t to attend the host i	nstitution? From (mm/yy)	to			
Courses at Host Institution		Proposed UofA Equivalents				
L	*	1				
2		2				
3		3				
Department Advisor Approv	al Required for stude	nts in Fine Arts Programs:				
I have no objections if the st	udents completes co	urses in this subject at another instit	ution.			
Advisor's Signature	Phone	Department	Date			
I understand that misrepresent sanctioned accordingly.	ation of facts may be fo	ound to be a violation of the Code of Stu	udent Behaviour and be			
I have checked my program and	d have ensured that the	e requested courses meet requirements	s for my degree			
Student signature:		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.

Undergraduate Student Services Office: 1-17 Humanities Centre Edmonton, Alberta, Canada T6G 2E5 Phone: 780-492-4295 Fax: 780-492-6325 email: arts.undergrad@ualberta.ca Toll free (in Canada): 1-888-533-5735

For Faculty Office Use Only:		
Faculty Approval:		
☐ Granted		
☐ Declined		
Application of Letter of Permission de	eclined because:	
	·	
Faculty Signature	Date	Transcript Deadline
Additional Faculty Comments:		
☐ Letter of Permission mailed	Date:	
☐ Letter of Permission emailed	Date:	