



OFFICE of
REGISTRARIAL SERVICES
ENROLMENT SERVICES

Request for Letter of Permission

\$50.00 fee is required at the time of submission.

Last name: _____ First name: _____

Student ID #: _____ Program: _____

Home address: Street: _____ City: _____

Province: _____ Postal code: _____ Telephone number: _____

Final credit(s)? ☐ Yes ☐ No

Name of host institution: _____

Address of host institution:

Have you registered at the above institution previously? ☐ Yes ☐ No

Start date of course(s) (Y/M/D): _____ Finish date: _____

Host course #	Host course title	<i>U of G course number(s)</i> Office Use Only	<i>Credit weight</i> Office Use Only	<i>Department approval</i> Office Use Only

I have read and understood the Letter of Permission Conditions that accompany this form, and I understand that a Letter of Permission does not guarantee admission to another institution.

Student's signature: _____ Date: _____

For Office Use Only:

Program Counsellor / Director: I approve the proposed course(s) outlined above.

Ext.: _____ Signature: _____ Date: _____

Comments: _____

Fee received: _____ Receipt #: _____



Note: \$50.00 fee is required at time of submission.

The following conditions will apply when a Letter of Permission is granted by the University of Guelph. For additional information, refer to the appropriate Academic Calendar ([Undergraduate Calendar](#) and [Diploma Program Calendar](#)).

- A student who wishes to enrol in a course for credit at another institution and have that course considered a credit toward a University of Guelph degree must complete a Request for Letter of Permission form and obtain the appropriate approvals as indicated on the request form PRIOR to applying for admission to the other institution.
- Course descriptions from the host institution must be provided to the student's Program Counsellor with the Request for Letter of Permission form for approval.
- When a Letter of Permission is granted to a currently registered student, it will be provisional pending successful completion of the continuation of study requirements for that semester. If a student is not eligible to continue, the Letter of Permission may be cancelled by the University of Guelph.
- Students must normally be registered at the University of Guelph for the final semester of their Degree Program. If a Letter of Permission is granted for the final course(s) of a student's program, it is not likely that the student will be able to graduate at the next Convocation. For example, if a course is taken during the Summer Semester, the probable Convocation is February. If a course is taken during the Fall Semester, the probable convocation is June.
- Students are responsible for adhering to the host school's visiting student application process and deadline. Once admitted to the host school, the student must also adhere to the host school's deadline to add courses.
- Any changes in the courses taken on a Letter of Permission must have the appropriate approvals from a Program Counsellor. A revised Request for Letter of Permission form must be signed by a Program Counsellor and submitted to Enrolment Services.
- Changes to the application term will be treated as a new application and a \$50 application fee will apply, i.e. student initially applies for the Summer term but does not attend and then wants to change it to the Fall term.
- If a student chooses not to complete the requested course(s) on a Letter of Permission, the student must provide official documentation from the host institution that confirms withdrawal or non-registration. If this has not been received by the 20th class day of the semester following the scheduled course, a grade of "F" will be entered on the student's internal academic record (if official documentation is subsequently received, a course drop will replace the F.)
- A student taking a course on a Letter of Permission is responsible for ensuring that the other institution forwards the official transcript directly to the Academic Records Coordinator, Enrolment Services, Office of Registrarial Services. Further, the transcript for the course taken must be received by the 20th class day of the semester following completion of the course, otherwise a grade of "F" will be entered on the student's internal academic record. If official documentation is subsequently received and a passing grade was earned, a CRD (Credit - pass standing granted) will replace the F. If a failing grade was earned, the F will remain on the internal record.
- All courses for which a Letter of Permission has been granted and the grades attained (either CRD or F) will be included in all **internal** academic records (e.g. program/academic evaluation). The official transcript of the University of Guelph will indicate the number of credits taken and earned on a Letter of Permission and the name of the host institution; it will not include the course number(s) or title(s).
- Courses taken on a Letter of Permission will count toward cumulative credit attempts.
- Courses taken on a Letter of Permission will not count in the term or cumulative average.



The Letter of Permission processing fee is \$50.00 per institution.

Please fax this form to Enrolment Services at 519-763-6809 or submit it in person to Enrolment Services, University Centre Level 3.

NOTE: this form **cannot** be processed if received as an email attachment.

Student Information:

Last name: _____ First name: _____

Student ID #: _____

Name(s) of institution(s) attending on LOP:

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Term(s) attending: _____

Student's signature (REQUIRED): _____

Credit Card Payment Information:

You must provide the credit card holder's signature on page 1 and the additional credit card information on page 2.

Note that the payment will not be processed until the approved Request for Letter of Permission form(s) is received.

Payment signature (Visa or Mastercard card holder's signature REQUIRED):

For Office Use Only:

Total: \$ _____ Receipt #: _____

Date: _____ Initials: _____



OFFICE *of*
REGISTRARIAL SERVICES
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**Letter of Permission
Credit Card Payment Form**
Page 2

Student ID #: _____

Please indicate credit card: ☐ Visa ☐ Mastercard

Credit card #: _____

Expiry date (mm/yy): _____ / _____

CVV: _____

Credit card holder's name: _____

(The credit card holder's signature is required on page 1.)

The above payment information will be destroyed upon successful completion of the payment process.