

# REQUEST FOR LETTER OF PERMISSION TO TAKE COURSES ELSEWHERE

Eligibility requirements and student responsibilities are outlined on the second page of this form.  
All requests for Letter of Permission submissions require a \$10 CAD processing fee.

Name:

Number Student

Email Address:

Faculty:

Before taking courses at another institution, you must receive approval from the Associate Dean of Academic Advising for Humanities, Science, and Social Sciences in the form of a Letter of Permission. **This applies even if you do not intend to use the courses towards your UVic program.**

Receipt of a Letter of Permission does not register you in the courses listed. It is your responsibility to communicate directly with the visiting institution regarding all matters of admission, registration, course completion, and the request for official transcripts.

One Request for Letter of Permission form is applicable for 1 institution, 1 corresponding UVic Term, and up to 5 courses for Credit Evaluation. More than any of these maximums will require (an) additional form(s) and fee(s).

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## **ELIGIBILITY REQUIREMENTS:**

In order to receive a Letter of Permission, you must satisfy all of the following criteria:

Admission to an Undergraduate, Certificate or Diploma Program within one of the faculties of Humanities, Science, or Social Sciences. *Note: If you are in a Certificate or Diploma Program you must consult with an Academic Adviser to review eligibility to count transfer credits within your program.*

You must not be a Non-Degree seeking student.

Registration in, or completion of, a minimum of 6.0 units of coursework at UVic.

The attending term specified on this form must be a term corresponding to your term of entry at UVic or later.

You must not be Required to Withdraw or potentially be Required to Withdraw from UVic during the term in which you have requested to take courses at the visiting institution.

Requests for Letter of Permission forms must normally be submitted 6 ... 8 weeks before registering in the courses you intend to pursue at the visiting institution. **This request form will only be accepted before you commence studies at the visiting institution.**

## **APPLICATION OF TRANSFER CREDITS & RESIDENCY REQUIREMENTS**

If you will be taking courses at an institution within BC (or Yukon College, or Athabasca University) you can use the Transfer Guide to view existing transfer credit evaluations. You are still required to submit a Request for Letter of Permission to take these courses.

Where no specific transfer credit equivalency exists, or when it cannot be established before taking the course(s), an ***Open Letter of Permission*** may be issued in order to facilitate registration at the visiting institution. In such cases, transfer credit for courses taken cannot be assured and will be assessed upon receipt of official transcripts (and often examples of coursework) from that institution. In a situation such as this it is important to retain the course syllabus and coursework from the course for potential evaluation.

Eligible courses taken at other institutions will receive transfer credit only (i.e. a unit value). Grades do not transfer to your UVic transcript, although they are used to determine your UVic Academic Standing (

