



## Letter of Permission Application Form

This application is used by University of Winnipeg students wishing to take courses at other recognized colleges and universities for transfer of credit.

The Letter of Permission (LOP) must be obtained prior to a student's registering for courses at another institution. Retroactive Letter of Permission requests are not permitted and course work will not be awarded transfer credit.

**Eligibility:** Candidates must meet the following criteria:

- Be a current student, registered within the last year;
- Have completed a minimum of 18 credit hours at The University of Winnipeg at the time of application (including transfer students, courses cannot be in progress);
- Be on Regular status (academic standing);
- Must not have any holds on their account;
- Have a grade point average of at least 2.0 (C);
- Be pursuing a degree or pre-professional program at The University of Winnipeg;
- Be requesting to take courses acceptable for credit in a University of Winnipeg program
- Have obtained written permission from the appropriate department chairperson for courses listed which are to be used for their major or Honours program. For courses outside the major or Honours program, students are encouraged to meet with an Academic Advisor.
- Must have The University of Winnipeg equivalent of the host institution prerequisite.

**Application Fee:** \$70 (maximum of 15 credit hours per application).

To request more than 15 credit hours, it is \$5 for each additional 3 credit hours and an approval from an Academic Advisor to take more than 18 credit hours is needed. To make additions and/or substitutions to a previously-submitted application, the student must submit a new application and pay the application fee. A separate application form is required for each term and institution, regardless of the number of courses being requested.

<b>Deadlines:</b>	Fall	July 15
	Winter	November 15
	Spring/Summer	March 15

**Note:** Late applications will be considered on a case-by-case basis with a letter of explanation.

**Completed Letters:**

Copies will be emailed directly to both the host institution and the student's Webmail account. It is then the student's responsibility to apply as a visiting student to the host institution.

**Courses:**

A course description must be provided for each course requested for institutions inside Manitoba and a course syllabus for institutions outside Manitoba.

**Please submit your completed form to:** Student Central ([studentcentral@uwinnipeg.ca](mailto:studentcentral@uwinnipeg.ca)) – payment by credit card or online banking OR Student Records ([studentrecords@uwinnipeg.ca](mailto:studentrecords@uwinnipeg.ca)) – payment by credit card only.

**APPLICANT DETAILS (please print clearly)**

Student Name			
Student Number			
Address			
City			
Province		Postal Code	
Email			
Phone Number			

**HOST INSTITUTION DETAILS**

Name of Institution			
Address			
City			
Province		Postal Code	

**ACADEMIC DETAILS**

For which term do you wish to register and year?	<input type="radio"/> Fall _____	<input type="radio"/> Winter _____	<input type="radio"/> Spring _____
How many courses do you wish to take?			
Do you plan to graduate at the next June, October or February Convocation?	<input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> Month, Year _____	
What degree program are you pursuing?	<input type="radio"/> BA 3-Year <input type="radio"/> BA 4-Year <input type="radio"/> BA(Honours)	<input type="radio"/> BSc 3-Year <input type="radio"/> BSc 4-Year <input type="radio"/> BSc(Honours)	<input type="radio"/> BEd <input type="radio"/> BBA 3-Year <input type="radio"/> BBA 4-Year <input type="radio"/> BPHE <input type="radio"/> BKIN
What is your major?			
Have you already submitted a LOP for this term?	<input type="radio"/> No	<input type="radio"/> Yes	

## COURSE INFORMATION

- Students may transfer a maximum of 30 credit hours for degree credit;
- Students may not exceed the maximum course load permitted by The University of Winnipeg;
- Students must provide the following information and attach a course syllabus (institution outside Manitoba) or description (institution within Manitoba) for each course.

<b>Course #1</b>	<b>Host Institution Course(s)</b>	<b>Office Use Only: Equivalent Course</b>
Course Number		
Course Title		
Credit Hours		
Department		Approved _____ Denied _____
<b>Course #2</b>	<b>Host Institution Course(s)</b>	<b>Office Use Only: Equivalent Course</b>
Course Number		
Course Title		
Credit Hours		
Department		Approved _____ Denied _____
<b>Course #3</b>	<b>Host Institution Course(s)</b>	<b>Office Use Only: Equivalent Course</b>
Course Number		
Course Title		
Credit Hours		
Department		Approved _____ Denied _____
<b>Course #4</b>	<b>Host Institution Course(s)</b>	<b>Office Use Only: Equivalent Course</b>
Course Number		
Course Title		
Credit Hours		
Department		Approved _____ Denied _____
<b>Course #5</b>	<b>Host Institution Course(s)</b>	<b>Office Use Only: Equivalent Course</b>
Course Number		
Course Title		
Credit Hours		
Department		Approved _____ Denied _____

**MANITOBA FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Applicants are required to consent to the use of their personal information. If there are questions concerning the retention, use, or disclosure of personal information, applicants may wish to visit <http://www.uwinnipeg.ca/index/admin-fippa>.

**DECLARATION AND CONSENT**

I hereby declare that all the information on this application is complete and true in every respect. I understand that my personal information will be collected and may be used and disclosed for the purposes as outlined in the Manitoba Freedom of Information and Protection of Privacy Act (FIPPA).

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date (YYYYMMDD)**

<b>PAYMENT INFORMATION</b>	
Credit card Number:	Cardholder Name:
Expiry date:	Cardholder Signature:

<b>TO BE COMPLETED BY THE DEPARTMENT</b>		
	<b>Approved</b>	<b>Denied</b>
Major Credit		
Honours Courses		
Credit in B.Ed.		

<b>OFFICE USE ONLY</b>	
Date Received	
Receipt number	
Date completed	

Notes or Comments: \_\_\_\_\_

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