

Letter of Permission

| | |
|--|---------------------------|
| Name: | Student Number: |
| Email: | Program: |
| Phone number: | Student signature: |
| Date: | |
| Are you taking any Regional College courses: <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| If yes, what Regional College are you attending: | |

Period of Study during which you want to complete the Letter of Permission (*select one*):

Winter (January-April) Spring/Summer (May-August) Fall (September-December)

You must provide a syllabus for courses that have not already been evaluated from other institutions to the University of Regina. For institutions outside of Canada, we require course outlines, an explanation of the grading system used, and the level assigned to the course (first year or second year, etc.).

Please Note: Effective Fall 2021 there is a non-refundable fee of \$30.00 per course for any course taken on a Letter of Permission (LOP). The fee is listed on the University of Regina fee schedule which can be found here:

<https://www.uregina.ca/fs/students/fee-schedule.html>

| Host Institution | | | | |
|------------------|--------------|--------------------------|---|--------------|
| Requested Course | Credit hours | Course outlines included | University of Regina evaluation <small>Office Use only</small> | Credit hours |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Additional Notes:

| OFFICE USE ONLY | |
|--|-------|
| Financial Standing: | UGPA: |
| <input type="checkbox"/> LOP 001 (one semester) <input type="checkbox"/> LOP 002 (two semesters) <input type="checkbox"/> LOP 003 (three semesters) | |
| Copies of Letter of Permission sent to: <input type="checkbox"/> Registrar's Office <input type="checkbox"/> Host Institution <input type="checkbox"/> Student | |
| <input type="checkbox"/> Transcript received <input type="checkbox"/> Letter of Permission Cancelled | |
| Advisor Signature: | Date: |