

Letter of Permission Form

Valid only if bearing University of Waterloo seal

See Page 2 for Letter of Permission Policies.

University of Waterloo Student ID Number

Fill in or print your complete name and address, including postal code, in the space provided below:

Please see bottom of form for payment information.

- Complete the following steps and print clearly:
1. Fill out a separate request for **each** Host university. (If requesting a WLU course, use the "Undergraduate Studies Cross Registration form" available at www.registrar.uwaterloo.ca under the Forms heading.)
 2. Submit this form, along with official course descriptions or website addresses for the course(s) you wish to take, to the department(s) responsible for the University of Waterloo equivalent course. **The request will not be considered without course descriptions.**
 3. Obtain the approval of your Faculty Advisor for the Letter of Permission request.
 4. Submit the approved Letter of Permission form, along with the **\$25.00 non-refundable processing fee**, to the Office of the Registrar to affix the University of Waterloo seal. If **paying by credit card**, complete payment information at the bottom of the page. There is no additional fee for a replacement course(s) if the Host university has cancelled/closed an approved Letter of Permission course.
 5. **Submit the approved, sealed form to the Host university before you register.**
- Check one:**
 I want the form to be sent to me at the address provided to the left.
 I will pick up the form at the Office of the Registrar.

Program Plan _____ Campus University St. Jerome's Renison

I request permission to register at _____
Host university/college/campus

Complete mailing address _____

Prior registration at Host university Yes No If yes, student ID _____ Date of Birth ____/____/____
mm dd yyyy

Please list the course(s) below which are **described in the attached course descriptions**.

| Title and Course Number at Host university (e.g., EC 120) | Course Weight | Hours per Week | Start Date | End Date | University of Waterloo Equivalent Subject and Catalog Number (e.g., ECON 101) | Course Equivalent Departmental Approval |
|---|---------------|----------------|------------|----------|---|---|
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Reason for request _____

Student Signature _____ Date _____

Email _____

Faculty Advisor Approval Approved Refused

Comments _____

Advisor Signature _____ Date _____

Advisor Name and Extension Number _____

Complete payment information **before** submitting this form to the Registrar's Office.

Payment Information University of Waterloo Student ID Number

For Office Use Only

Received by: _____

Date Received: _____

Student Name _____

Amount \$ _____ Cash Cheque Money Order MasterCard Visa

Card Number (if applicable) _____ Expiry Date _____

Cardholder's Name _____ Cardholder's Signature _____

Letter of Permission Policy applicable to all Faculties

As a University of Waterloo student, you may request permission to take a course(s) at another university for credit towards a University of Waterloo degree. You will be granted a Letter of Permission only if you have met and satisfied the minimum average(s) requirements for your current **degree** program. A Letter of Permission must be approved by your advisor prior to enrolling at the host institution and is subject to faculty and department regulations.

In the selection of courses to be taken on a Letter of Permission, you must avoid duplication of course material already covered or to be taken in the future, and to ensure adequate preparation for subsequent courses you are planning to take at the University of Waterloo. You will not be granted credit for repeated course work.

The granting of a Letter of Permission request does not ensure that you will be able to take the course(s) at the Host university; there may be course availability and class size restrictions which may prevent your registration. You should contact the Registrar's Office at the Host university for application and other procedural details prior to submitting the request for approval.

If your request for a Letter of Permission is approved, a copy will be available for pickup or will be forwarded by the Office of the Registrar to you to be taken to the Host university. Once the Letter of Permission is granted, you are held accountable for the approved course(s) and have the responsibility of ensuring that an official transcript of the grade(s) earned is sent within two months following normal completion of the course(s) to Office of the Registrar, Needles Hall, University of Waterloo, Waterloo, Ontario N2L 3G1. Courses taken on a Letter of Permission at other universities will appear on your University of Waterloo record as transfer credits if you attain a minimum grade of 60% or equivalent, except 65% for Knowledge Integration and Planning students. Be sure to confirm the minimum required grade with your Advisor. Grades attained in such courses are not included in average calculations at the University of Waterloo. For the Faculty of Engineering, please see additional Faculty Notes for how courses and grades are recorded.

Any changes to the original Letter of Permission must be approved by your faculty/department before the course(s) begin.

If you are intending to use courses from another university to complete your degree requirements, you should consult the Office of the Registrar in order to avoid a possible delay in graduation.

Additional Faculty Notes

Applied Health Sciences

- You may take a maximum of 5.0 units on a Letter of Permission, up to 2.5 units of which may be approved by the Associate Chair. Requests for additional units must be considered by the Applied Health Sciences Petitions Committee.

Arts

- To have a Letter of Permission granted, you must have successfully completed a minimum of 2.0 units of University of Waterloo courses. You may take a maximum total of 7.5 units for a three-year program and 10.0 units for a four-year program on a Letter of Permission basis. Please note that the maximum number of total transfer credits is 7.5 units for a three-year program and 10.0 units for a four-year program, including external and internal transfer credits, courses taken by cross-registration, or courses taken on a Letter of Permission.
- Courses taken on a Letter of permission must correspond with the start and end dates of University of Waterloo terms.

Engineering

- Normally, you must have completed at least one term in Engineering at the University of Waterloo and be at or beyond the 2A term before your Letter of Permission request will be considered.
- Normally, you may not take on a Letter of Permission courses considered by the Faculty to be core or degree term requirements.
- Wherever possible, courses you take on a Letter of Permission will be recorded as the equivalent University of Waterloo course and grade.

Environment

- A Letter of Permission is granted only to students who have successfully completed a minimum of 2.0 units of University of Waterloo courses.
- You may transfer a maximum of 10.0 units (including external and internal transfer credits, courses taken by cross-registration, or courses taken on a Letter of Permission), a maximum of 5.0 units of which may be on a Letter of Permission.

Mathematics

- Normally, you are permitted to take non-mathematics courses at other universities, provided the courses are not explicitly required for your particular plan.
- If you are a co-operative student on a work term, you are limited to one course (0.5 units), unless you have written support from your employer to take two courses (1.0 units). **Without such documentation, your request will not be considered.**
- The Faculty strongly recommends that you attempt at most one course in any intensive program (e.g., six weeks in summer school).

Science

- You may take courses on a Letter of Permission if your total number of transfer credits is less than the maximum permitted.