



FILL IN THIS FORM DIGITALLY, SAVE A COPY TO YOUR COMPUTER, AND PRINT A COPY FOR SUBMISSION. PRIOR TO COMPLETING THIS FORM, YOU MUST REVIEW THE GUIDELINES ON PAGE 2.

Please complete this form and email it to urecords@sfu.ca. Allow six to eight weeks for processing. On completion, we will notify you of the decision by email and, if required, we will forward a Letter of Permission to the institution you plan to attend.

STUDENT AND VISITING INSTITUTION INFORMATION

Form fields for student and visiting institution information including First Name, Last Name, SFU Student Number, SFU Email, Visiting Institution, Dates, and Visiting Institution Address.

COURSES TO BE TAKEN

Please Note: "maximum" of 5 courses per Letter of Permission.

Table with 2 columns: VISITING INSTITUTION COURSE NAME AND NUMBER, VISITING INSTITUTION COURSE TITLE

INCLUDE THE FOLLOWING REQUIRED DOCUMENTS IN YOUR APPLICATION:

- Checkboxes for required documents: A letter of intention, Course outlines, A letter of support, and Confirmation of criteria.

I have spoken to one of the following:

- Checkboxes for Department Advisor and Faculty Advisor.

Advisor's name _____

Signature of approval _____

Your signature _____

Date _____

- Checkboxes for course usage: for student loan purposes and for last term before graduation.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (R. SBC 1996 c.486 s.27[4a]). This information is needed, and will be used, to update the student's record. If you have any questions about the collection and use of this information contact the Associate Registrar, Information, Records and Registration, 778.782.3198.

CONSULT THESE GUIDELINES BEFORE COMPLETING THE FORM ON THE REVERSE.

All students considering a Letter of Permission application should consult an academic advisor. Students should allow **six to eight weeks for processing** of their application. Normally, a Letter of Permission will not be approved retroactively.

CAN ANY STUDENT APPLY FOR A LETTER OF PERMISSION?

Students must have completed **a minimum of 9 units at SFU** and must be in **good academic standing** at the time they submit their Letter of Permission application to urecords@sfu.ca. Since standing is achieved once all grades for the term have been received, students may have to wait until their third term at SFU to be eligible to take a course elsewhere. Students pursuing an SFU degree, diploma or certificate must apply for a Letter of Permission, while students in a non-degree program are not eligible to apply.

CAN I APPLY FOR A LETTER OF PERMISSION TO TAKE A COURSE AT ANOTHER INSTITUTION FOR ANY REASON?

Permission to take a course at another institution will not be granted unless a valid academic reason is provided. For example, taking a course in a discipline not offered at SFU, such as Czech language. While an approved Letter of Permission guarantees that the credit will count toward the overall credit requirement, it does not guarantee that the credit will meet a specific program requirement.

WHAT GRADES MUST I ACHIEVE IN THE COURSES IN ORDER TO RECEIVE TRANSFER CREDIT?

Students must achieve a grade of at least C (2.0 numeric equivalent) or 60% in order to receive transfer credit for courses completed at other institutions. Courses where the grade is Pass/Fail (P/F) cannot be processed for transfer credit. **It is the student's responsibility to ensure that an official transcript from the visiting institution is forwarded to Student Services at SFU in order for transfer credit to be granted.**

CAN MY LETTER OF PERMISSION APPLICATION BE DENIED?

Please see below for some (but not all) of the reasons your Letter of Permission application would be denied:

- you are not in good academic standing (on academic probation)
- you are attempting to raise your SFU CGPA by taking courses elsewhere*
- you are attempting to remove a poor grade from the calculation of your SFU GPA *
- tuition fees are lower at the other institution
- the other institution is more conveniently located (e.g. closer to home or work)
- the course is easier to complete at the other institution
- the course is full at SFU
- the course is not being offered in that particular term at SFU
- the course is in conflict with other SFU courses.

* A student cannot remove an F, N or poor grade from their SFU record by repeating the course at another institution. Transfer credit is not used in the calculation of the SFU CGPA.

CAN MY LETTER OF PERMISSION APPLICATION BE APPROVED FOR NO EXTRA CREDIT?

If a student has already reached the maximum allowable transfer credit for his/her degree, the Letter of Permission will be approved for **substitution only**.

IMPORTANT CONSIDERATIONS WHEN APPLYING FOR A LETTER OF PERMISSION:

If you have declared a program (major, minor, etc.) please check your requirements with your department advisor.

Consult [residency requirements and programs of study sections](https://www.sfu.ca/students/calendar/fees-and-regulations/credentials-offered/definitions.html#residency%20requirements) of the SFU Academic Calendar (<https://www.sfu.ca/students/calendar/fees-and-regulations/credentials-offered/definitions.html#residency%20requirements>).