



LETTER OF PERMISSION

Office of the Registrar

Please attach all syllabi unless the course is listed in the BC Transfer Guide (www.bctransferguide.ca). A \$25 fee is required upon submission of this form (per institution, 5 course maximum), unless the institution is listed as a Sending institution in the BC Transfer Guide.

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|--------------------------------|-----------------------------------|
| Student Name: _____ | TWU Student ID _____ |
| Address: _____ | Faculty Advisor _____ |
| _____ | Degree _____ |
| _____ | Major _____ |
| Host Institution: _____ | Graduation Date _____ |
| Address: _____ | Student phone # _____ |
| _____ | Date of Registration _____ |

Reason why you want to take the course(s) for transfer to TWU (please also mention if you need the course for a specific reason (e.g., Natural Science Core Requirement): _____

| Host Institution Course(s) (Course Code and Course Title) | Credit (Sem. Hrs.) | TWU Equivalent (Office Use Only) |
|--|-----------------------|-------------------------------------|
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Note to Student:

Permission may be granted for you to enroll in the courses listed above, subject to approval of the Host Institution, subject to the following understanding:

- You must obtain a grade of D (53% or 1.00) or better for each course, unless otherwise specified by departmental requirements (see TWU Calendar for details).
- If you substitute or change enrolment in any of the above courses you must contact TWU Office of the Registrar in writing.
- Grades earned at other institutions and transferred to TWU are not included in the TWU GPA.
- Please allow 2-4 weeks to process your request.
- **Upon Completion of the course you must have an official transcript sent to Office of the Registrar at Trinity Western University.**

Signature of Student

Date

FOR OFFICE OF THE REGISTRAR USE ONLY

Date received: _____ Payment received: _____ Initials: _____