



# Letter of Permission Request Form

**A Letter of Permission Request is for current TWU Students who would like to take and transfer an external course back to TWU. Requests must be submitted and approved prior to enrolling in any external courses. All requests are on a case by case basis.**

- Please allow 2-4 weeks to process your request.
- **IMPORTANT:** Courses are not always articulated (transfer decision) as requested. It is the student's responsibility to review any approval granted to make sure that it is still applicable to their program requirements and to stay within any transfer credit limits (such as LOP Restrictions, Upper Level Limits, program grade minimums, no duplicate courses, etc.). It is recommended that you review the procedure and further restrictions at: [www.twu.ca/academics/office-registrar/transfer-credit](http://www.twu.ca/academics/office-registrar/transfer-credit). See Academic Calendar for details.
- Permission may be granted for you to transfer the requested courses, subject to approval of the Host Institution and the following understanding. The student,
  - Must be in good financial and academic standing with TWU to apply.
  - Must obtain a grade of D (53%) or better for each course, unless otherwise specified by dept. requirements (see Academic Calendar for details).
  - Must complete any approved courses within a *year of approval* or re-submit a LOP request (decision subject to change).
  - If you substitute or change enrollment in any of the above courses you must resubmit a new LOP Request.

**Upon Completion of the course you must have an official transcript sent to the Office of the Registrar at Trinity Western University.**

## SECTION A - STUDENT INFORMATION

<b>LAST NAME</b>		<b>FIRST NAME</b>		<b>TWU ID NUMBER</b>
<b>EMAIL:</b>			<b>Anticipated Date of Graduation (MM/YYYY):</b>	
<b>Degree/Major:</b>			<b>Faculty Advisor:</b>	

## SECTION B - REQUEST DETAILS

<b>Reason why you need to take the course(s) for transfer to TWU:</b>					
<b>Host Institution Name</b>			<b>Host Institution Address (City, Country)</b>		
<b>Host Institution Course Details</b> <small>Please attach syllabi unless course is listed on <a href="http://www.BCTransferGuide.ca">www.BCTransferGuide.ca</a></small>				<b>Requested TWU Equivalent</b>	<b>Core Req?</b> <small>(Inquiry: Ways of Knowing)</small>
<b>Course Code</b>	<b>Course Title</b>	<b>Course Start Date</b> <small>(mm/yyyy)</small>	<b>Credits</b> <small>(Semester Hours)</small>	<small>NOTE: This does not mean the course will transfer or be approved as requested.</small>	
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

<b>Student Signature</b> _____	<b>Date</b> _____
--------------------------------	-------------------

## SECTION C - PAYMENT (if applicable)

A \$25 processing fee is required upon submission of this form (per institution, 5 course maximum), unless the institution is listed as a Sending institution on the BC Transfer Guide.

- Credit Balance on Student Account
- Online Banking

FOR OFFICE OF THE REGISTRAR USE ONLY			
Date Received: _____	Payment Received: <input type="checkbox"/>	AR Hold Clear?: <input type="checkbox"/>	Initial: _____