

LETTER OF PERMISSION APPLICATION FORM

Current TWU students must submit and get approval for a Letter of Permission **prior** to enrolling in any courses outside TWU. LOP applications are approved on a case-by-case basis and usually take 2-4 weeks to be processed. Please read carefully the LOP restrictions and procedures at [TWU Transfer Credits](#) before submitting this application.

After a permission is granted, you need to seek approval of the Host Institution to register for the courses. To complete the transfer, you must:

- obtain a grade of D (53%) or better for each course, unless otherwise specified by department requirements (see [Academic Calendar](#) for details).
- Must have an official transcript sent to Admissions at TWU upon completion of the course.
- Must complete any approved courses within ONE YEAR of approval or re-submit a LOP application. Reapprovals are not guaranteed.

SECTION A – STUDENT INFORMATION

LAST NAME	FIRST NAME	DEGREE/MAJOR	TWU ID NUMBER

SECTION B – REQUEST DETAILS

Reason why you need to take the course(s) for transfer to TWU:					
Host Institution Name					
Host Institution Course Details <i>(Please attach syllabi unless course is listed on BCTransferGuide.ca)</i>				Requested TWU Equivalent	Core Req?
COURSE CODE	COURSE TITLE	COURSE START DATE	CREDITS	<i>(Course Code)</i>	<i>(Inquiry: Ways of Knowing)</i>

**If you substitute or change enrollment in any of the above courses you must resubmit a new LOP Request.*

_____	_____
Student Signature	Date

_____	_____
Academic Advisor Signature	Date

_____	_____
Department Chair/Dean Signature	Date

SECTION C – Fee

A **\$100 fee is required** upon submission of this application (per institution, 5 course maximum). This fee will be charged on your Student Account.