

Transfer Credit Letter of Permission Form – Undergraduate

LAST NAME		FIRST NAME		TWU ID NUMBER
Email Address		Phone		
Degree/Major	Faculty Advisor		Anticipated Date of Graduation (Month/Year)	

Reason why you need to take the course(s) for transfer to TWU:

Host Institution Name	Host Institution Address

Host Institution Course Details <small>Please attach syllabi unless course is listed on www.BCTransferGuide.ca</small>				Requested TWU Equivalent	Core Req?
Course Code	Course Title	Course Start Date <small>(mm/dd/yyyy)</small>	Credits <small>(Semester Hours)</small>	<small>NOTE: This does <i>not</i> mean the course will transfer or be approved as requested.</small>	<small>(Inquiry: Ways of Knowing)</small>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Note to Student

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 Upper Level Limits, program grade minimums, no duplicate courses, etc.. See Academic Calendar for details.

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

- 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).
- 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.

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 in the BC Transfer Guide.

Student's Signature	Date

Total Service Fee _____ Cash/Cheque Debit Credit Balance on Student Account

Office Use Only	Date Received: _____	Payment Received: <input type="checkbox"/>	AR Clear: <input type="checkbox"/>	Initials: _____
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