Undergraduate Letter of Permission (LOP) Application

Application fee paid ($12.00) ☐

Procedures

- A payment of $12.00 per application is required.
- A Letter of Permission (LOP) will be issued only in advance of study taken (max 3 semesters).
- A LOP ensures that courses successfully completed at another institution will be considered for transfer credit to UNBC to be used toward the student's degree program.
- LOPs are sent to the student's unbc.ca email account.
- Students are eligible for an LOP if they:
    (a) have completed at least nine (9) semester credit hours of academic study at UNBC and are not in their first semester of admission (or re-admission)
    (b) are not on academic probation or have an account in arrears with the University
- Courses taken at UNBC, and subsequently repeated on an LOP, will not remove the grade from the student's UNBC GPA, nor will credit be granted more than once for an equivalent course.
- Coursework completed on an LOP does not count towards a student's UNBC GPA.
- Coursework taken on an LOP is considered to be transfer credit, and is therefore subject to all policies and practices related to transfer credits.

Student Initial:
_____

Instructions

1. Complete all of the sections on this form. Use the course numbers and titles provided for the course(s) you want to register for at the institution (school) you are visiting.
2. **Detailed course syllabi (outlines) from institutions that are out of province or from another university must accompany this form, as a calendar description may not be sufficient to determine course equivalency.** Courses listed in the BC Transfer Guide (www.bctransferguide.ca) do not require course outlines.
3. Pay your LOP application fee at your campus Cashier or by credit card with your Student Online Services Account.
4. Submit the completed form to transfercredit@unbc.ca. It normally takes up to two (2) weeks to process an LOP; **at certain times of the year, it may take up to four (4) weeks.**
5. Letter of Permissions are valid only for the semester for which they are issued; they will not be processed for the current semester after the withdrawal date for that semester. Extensions for a Letter of Permission which may or may not be granted.

Student Initial:
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UNBC Student Responsibilities:

1. Consult with your Student Advisor prior to applying for an LOP.
2. Check your **UNBC email account** regularly as the LOP will be sent to that account.
3. Submit final transcripts from the institution you were granted the LOP for to UNBC's Office of the Registrar, **as soon as the final grades are received.**
4. Notify your Student Advisor if course work is not completed.
5. Students who are in their **final semester** and are completing courses on an LOP are advised that final and official transcripts must be received by UNBC's Office of the Registrar **no later than the first week of May** to ensure their eligibility to graduate.
6. Please let us know what credit you hope to receive. Note that coursework may not transfer over the way you anticipate; approved transfer credit will be indicated on your Letter of Permission.

Student Initial:
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UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Office of the Registrar
3333 University Way, Prince George, BC V2N 4Z9
Phone: 250-960-6300 Fax: 250-960-6330
Email: transfercredit@unbc.ca Web: https://www.unbc.ca/registrar

Student Identification

Student #		E-mail	**@unbc.ca**
First name		Last name	

Program, Institution & Course Information

Declared Major/Minor		Student Advisor	
How is this course(s) being used?		☐ Major ☐ Minor ☐ Elective	
Rationale for taking the course(s) elsewhere		☐ Course conflicts ☐ Personal scheduling conflicts ☐ Not offered ☐ Other_____	

Institution and Course Details

Institution Attending	Subject & course code (e.g. FNST 100)	Course title (eg. The Aboriginal Peoples of Canada)	Credit hours	Anticipated UNBC Course Equivalency	Course start & end dates Year _____ (select one term, below)		
					May-Aug	Sep-Dec	Jan-Apr

NOTE: An LOP is valid only for the semester indicated above. Please contact your Student Advisor if you wish to request a deferral of the course(s) listed above.

_____   _____
Signature of Student   Date

The above understands the terms as outlined on this form and in the UNBC Undergraduate Calendar, and that UNBC's Office of the Registrar shares students' personal information with other UNBC departments for internal purposes only.

October 2024