Applying for a Letter of Permission

1. Navigate to your Student Centre in SOLUS and choose the Academic Records tile and then Evaluate My Transfer Credit.

2. Read through the information under Letter of Permission. Select 'Create New Request' to proceed.

3. Select 'Letter of Permission' under Request Type and complete the rest of the form by using the dropdown menus. **Hint** – the ‘Academic Term’ should be when you plan to **begin** the course(s) and not the current Academic Term.
4. Select the name of the university where you will be taking the course(s). If you don’t see your school listed there, please select ‘Other’.

5. Read through all the information on this page. Here is where you will enter the course(s) you would like to take by searching under Subject and Course Number. If you don’t see the course you’re looking for, enter the course information into the Subject, Course Number, and Course Title fields. Once you’ve entered your course(s), select ‘Click to upload’.
6. Review your results and the explanations provided here carefully. If you would like to change any of the courses on your request, select ‘Previous’ to go back and make a change. To finish submitting your application, select ‘Submit and Pay’.
7. Once you’ve submitted your application fee payment you will be emailed a receipt of your application fee.

8. Once your LOP is ready, you’ll receive an email letting you know you can go back into your Student Centre and view your approved Letter of Permission under the ‘Transfer Credit/LOP Request’ option.

9. Register and complete the course(s) through your host university.

10. When you’re done, arrange to have an official transcript sent to the Faculty of Arts and Science:

    Dunning Hall – First Floor  
    94 University Avenue  
    Queen’s University  
    Kingston, ON  
    K7L 3N6

    Or electronically to asc.studentservices@queensu.ca