

# Tips for the Application Process

## For all students

1. Review the course descriptions on the BISC website and select several courses you would like to take at the BISC. Keep in mind your degree program and what requirements you will need to graduate. If unsure, you should seek the help of academic advisors within your Department or Faculty to review the course descriptions and make suggestions.

## For non-Queen's students

2. If you haven't already done so, please [submit an application online](#) and,
3. [Let us know](#) which program/courses you wish to take.
4. Having chosen your courses, submit an application to your home institution indicating your interest in attending the BISC through Queen's University. Your Faculty or Study Abroad Office will be able to provide information on this process. Typically, you will be asked by your home institution to complete a form or make a formal written request for a Letter of Permission (LOP). You will likely have to indicate which courses you want to take and provide the course descriptions outlined on this website. If additional information is required (e.g., syllabi), please contact us directly at [castle@queensu.ca](mailto:castle@queensu.ca).
5. When your university is satisfied that the program is acceptable, you will be granted an LOP for those courses which your university will recognize for credit. The LOP may be submitted directly to Queen's University by the Department, Faculty, or student.
6. While waiting for the LOP, you may wish to avoid further delay by requesting an official transcript from the Registrar's Office at your institution, and sending the transcript to Queen's. We can use the transcript to make an admission decision.
7. Once you have the LOP you should forward it to [castle@queensu.ca](mailto:castle@queensu.ca). The LOP and/or transcript are required documents and must be received by Queen's Undergraduate Admission before your application can be processed.