

Applying for a Letter of Permission

1. Navigate to your Student Centre in [SOLUS](#) and choose the option Transfer Credit/LOP Request from the 'other academics' dropdown menu.

The screenshot shows the 'Student Center' page in SOLUS. The 'Academics' dropdown menu is open, and 'Transfer / LOP Credit Request' is highlighted. The main content area displays 'This Week's Schedule' with a table of classes and a 'Summary' section showing fees and applied credit.

Class	Schedule
CWPL 295-700 ONL (4148)	Room TBA
ENGL 100B-700 ONL (4159)	Room TBA
MATH 121B-700 ONL (4163)	Room TBA

Summary

Assessed fees, not yet paid: \$1,854.93

Applied Credit: (\$0.00)

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

The screenshot shows the 'Evaluate My Transfer Credit' page. It contains detailed instructions for students regarding transfer credit requests, including types like Admission Transfer Credits, Exchange Transfer Credits, and Letters of Permission. A table lists existing requests, and there are buttons for 'Edit Selected Request', 'Delete Selected Request', and 'Create New Request'.

Request Number	Request Status	Request Type	Career	Institution	Articulation Term	Academic Program	Academic Plan	Transferred from	View
1	Submitted	Admission Transfer Credits	Undergraduate	Queen's University	2022 Summer	Bachelor of Arts (Hons.)		Auburn Univ	View
2	Submitted	Exchange Transfer Credits	Undergraduate	Queen's University	2022 Summer	Bachelor of Arts (Hons.)		Beijing Normal Univ	View

Letter of Permission: Use this request type to get transfer credit approval if you are planning to take courses at an external institution while studying at Queen's. You must be in good academic standing to be approved. You can submit up to four (4) courses for an external institution for approval per request.

Exchange Transfer Credits: Use this request type if you have taken courses as part of an exchange program at an external institution and you want to transfer courses. There is no fee for an Exchange Transfer Credit request. You can submit all courses you took while on exchange in one request.

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.

The screenshot shows a web form titled "Evaluate My Transfer Credit" with a progress indicator showing step 1 of 4. The section is "Transfer Credit Model Information".

Please select the request type carefully.

Transfer Credit: If you have completed courses (Post-Secondary) at an external institution prior to joining Queen's.

Letter of Permission: If you are planning to take courses(s) at an external institution while studying at Queen's (except Exchange Students).

Exchange: If you have completed courses as part of a Queen's exchange program at an external institution.

***Request Status**

*Request Type: Letter of Permission (dropdown)

*Academic Career: Undergraduate (dropdown)

*Academic Institution: Queen's University (dropdown)

*Academic Term: 2022 Winter (dropdown with a question mark icon)

*Academic Program: Bachelor of Arts (Hons.) (dropdown)

* Required Field

Buttons: Cancel, Next

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'.

The screenshot shows the second step of the "Evaluate My Transfer Credit" form, titled "Transfer Credit Source Information".

Are you interested in transferring coursework from another institution?

Select the External Institution where you have completed or planning to take the coursework you want to transfer.

If you do not find the name of the school you attended or planning to attend, then select **'Other'** from the list.

Bishop's University (dropdown)

Buttons: Previous, Next

- 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 attachments' to provide us with the course description(s). This can either be an attachment or a link to the course website. Select 'Save and Review' to view the Queen's equivalency before you submit your application.

< Search

Evaluate My Transfer Credit 1 2 3 4

Education Data

For each course you are requesting, complete all the fields below. Existing courses can be found under Subject and Course Number (Nbr). If the course you are requesting does not appear in the dropdown menu, enter the Subject, Course Nbr, and Course Title in the boxes provided.

If you are requesting to take more than one course, select the 'Add Another Course' link to enter more courses.

You must provide a link (url) to the syllabus (full course outline) for each course and/or upload a copy of the syllabus by selecting the 'Click to upload Attachments' button. You may upload documents in any format except .exe and .zip. **Without this, your application will be considered incomplete.**

When you have entered your courses, select the 'Save & Review' button. If you are requesting an existing course, you will be able to view the equivalency on the next page.

NOTE: Year and External Term refer to the term in which you start the course(s) at the host institution.

	*Year	*Term Type	*External Term	*Subject	*Course Nbr	*Course Title	
1	2022	Semester ▼	FALL	PSY	PSY266	PSYC	🗑️

[Add Another Course](#)

* Required Field

Click to upload attachments

Previous
Save & Review

- 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'.

< Search

Evaluate My Transfer Credit 1 2 3 4

Transfer Credit Results

View your results. Select the View Transfer Equivalency Details button for further information.

Please review your request carefully before submitting. If you wish to change the course(s) you are requesting, select the Previous button to go back and change them.

Please note that an application for a Letter of Permission may incur an administrative fee established by your Faculty or School. If you are a student in a Faculty or School with a fee, you will be prompted for payment before submitting your application. Failure to pay the fee means your application is incomplete and will not be processed.

No fee is charged for the evaluation of transfer credits upon your admission or upon returning from a Queen's exchange program.

Transfer Credits Results Explanations

Accepted: this does not automatically mean you have been approved to take this course. Click the 'Submit' button and the appropriate department will review the course information you provided to determine the course equivalency.

No Rule: If a course equivalency shows as No Rule that means the course has not been previously assessed for transfer. Click the 'Submit' button and the appropriate department will review the course information you provided to determine the course equivalency.

Rejected: There are three reasons that a course will show as rejected. In some cases, you may still submit a course for assessment.

- Transfer Credit Denied:** We have previously assessed this course and have determined it is not eligible for transfer credit.
- Multi-course requisite not met:** this means that this course needs to be paired with another to be eligible for transfer credit. Select the 'Previous' button to go back and revise this submission.
- Date out of range:** this indicates the course has not been assessed recently. Click the 'Submit' button and the appropriate department will review the course information you provided to determine the course equivalency.

Group	External Course	Internal Equivalent
1	PSY PSY266	No Rule

- Once you've submitted your application fee payment you will be emailed a receipt of your application fee.
- 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.
- Register and complete the course(s) through your host university.
- 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