

**APPLICATION FOR A LETTER OF PERMISSION  
FACULTY OF ARTS AND SCIENCE**

Name Student #

Current Address

Telephone # Queen's Email

Academic Program and Plan

Is your cumulative GPA above 1.60? Yes No

If you are in the 3<sup>rd</sup> or 4<sup>th</sup> year of an Honours Program,  
and completing the final courses for your degree,  
is your cumulative GPA above 1.90? Yes No

When do you expect to graduate? Spring Fall Year

Are these final courses to complete your degree? Yes No

If YES you must apply to graduate on SOLUS. Information concerning this is available on the Registrar's Web site (click on "Graduation/Convocation").

Host University (University you will be attending)

Term or Session which the Course(s) will be taken: Fall Winter **OR** Summer  
Sept-Dec Jan-Apr May-August

NOTE: The maximum number of credits that can be indicated on an application:  
Summer=12.0 units; Fall=18.0 units; Winter=18.0 units

**Visiting University** **Course Weight** **Taking as:**  
Course Subject, code and number **(ie. 3.0 or 6.0 units)** elective or concentration  
**(Please attach course description(s))**

1. Academic Regulation 14 - 14.7 in the current Arts and Science Calendar applies.
2. It takes us approximately 2-3 weeks to prepare a Letter of Permission.
3. This Letter of Permission and payment is valid only for the **session** and **host university** to which it is issued. Students wishing to apply for an additional Letter of Permission must do so through the Faculty of Arts and Science Office, prior to enrolling in any courses.
4. A non-refundable administrative fee of \$60 must be submitted for each Letter of Permission, per university, per term. Payment can be submitted online at <http://www.queensu.ca/artsci/student-forms>
5. It is the **student's responsibility** to apply for admission to the host university by the host university's application deadline. **Students who obtain a Letter of Permission should register as a special or visiting student not on a degree program. Students who register on a degree program at the host University, will jeopardize their degree and admission status at Queen's and will have to reapply back to Queen's University through the University Application Centre (letter of permission will be null and void).**
6. It is the **student's responsibility** to arrange for an **official transcript of marks to be forwarded directly from the host university (with official seal) to:** Faculty of Arts and Science, Queen's University, Kingston, ON K7L 3N6 so the credits(s) can be entered on the Queen's transcript. Universities do not send out transcripts automatically, they must be requested by the student.
7. When the course(s) taken at another institution are credited to a student's Queen's record, only the course(s) transferred will show on the transcript and **NOT the mark(s) achieved**. A grade of at least C must be obtained in **each course**, unless otherwise stated on your Letter of Permission in order to receive the transfer credit.
8. For students taking the final course(s) for a degree elsewhere, it may not be possible to get the official transcript to the Faculty of Arts and Science in time to graduate at the upcoming ceremony.
9. Dual Degree Students: (BA or BSC with a BCOM, BSCE, or BNSC) **cannot** obtain an LOP. Students with MED, MJM or MJG programs are not dual degree students and may apply for an LOP.

### **The Purpose and Usage of This Form**

The personal information collected on this form is done so under the legal authority of the Royal Charter of 1841, as amended. The information collected will be used to assess students currently in an Arts and Science degree program regarding eligibility for a Letter of Permission to study at another Canadian post-secondary institution. This information will be included in your student file in the Arts and Science Faculty Student Services Office and will be accessible only to Queen's employees working in that office. The information will be archived along with any other contents in your student file two years after you graduate. If you have any questions or concerns about the information collected or how it will be used, please contact [asc.lop@queensu.ca](mailto:asc.lop@queensu.ca).

**Student's Signature:**

**Date:**

### **Please submit this completed form:**

By **Fax** to 613-533-2467

By **Mail** to:

Faculty of Arts and Science  
Student Services  
Dunning Hall, First Floor  
Queen's University,  
Kingston ON, K7L 3N6