Applying for an International Letter of Permission

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

   ![SOLUS Student Centre](image)

   ![Evaluate My Transfer Credit](image)

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.

   **Note:** International Letters of Permission are now processed under the general 'Letter of Permission' Request Types.

   **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).

Note: Many universities (notably Chengdu University of Technology, Chinese Culture University, Jinan University, Peking University, Southwestern University of Finance and Economics, and University Shanghai for Science and Technology) ARE in the system.

Please thoroughly scan the list. If the institution is not listed, 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 International Programs Office:

    International Programs Office
    B206 Mackintosh-Corry Hall
    Queen’s University
    Kingston, ON
    K7L 3N6

    Or electronically to ipo@queensu.ca