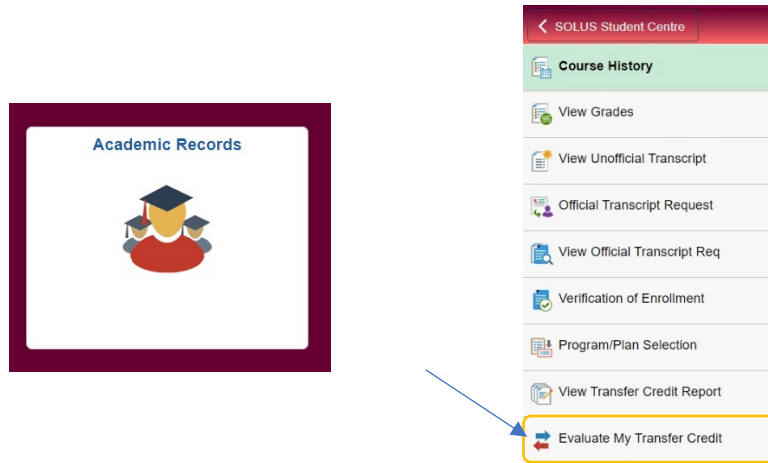
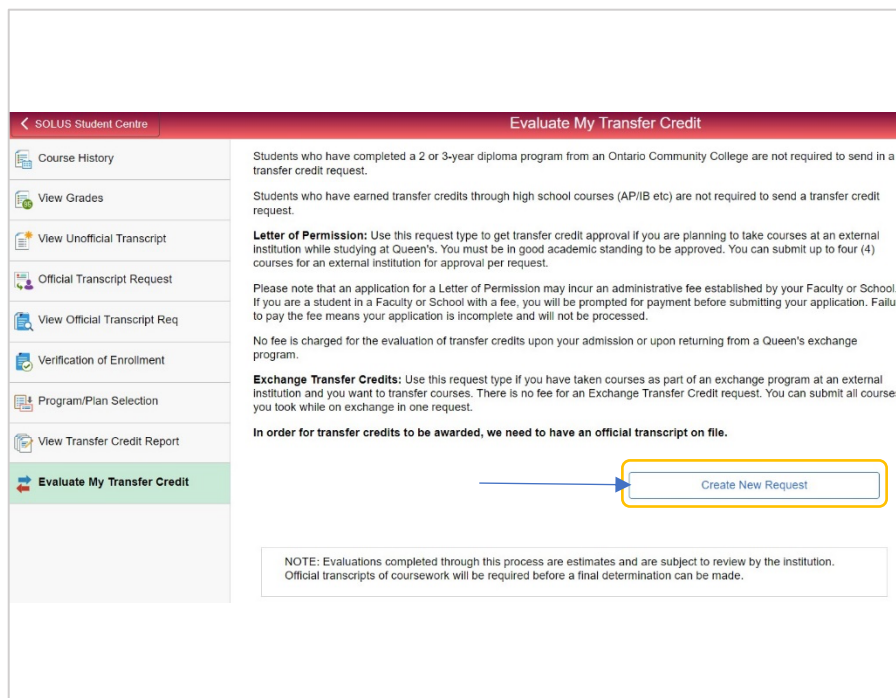


## Applying for a International Letter of Permission

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.



**Evaluate My Transfer Credit**

Students who have completed a 2 or 3-year diploma program from an Ontario Community College are not required to send in a transfer credit request.

Students who have earned transfer credits through high school courses (AP/IB etc) are not required to send a transfer credit request.

**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.

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.

**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.

**In order for transfer credits to be awarded, we need to have an official transcript on file.**

[Create New Request](#)

NOTE: Evaluations completed through this process are estimates and are subject to review by the institution. Official transcripts of coursework will be required before a final determination can be made.

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.

Evaluate My Transfer Credit

1 2 3 4

### 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

\*Academic Career 

Undergraduate

\*Academic Institution 

Queen's University

\*Academic Term 

2022 Fall

 ?

\*Academic Program 

Bachelor of Arts (Hons.)

\* Required Field

Cancel

Next

- Select the name of the university where you will be taking the course(s).

**Note:** Many universities (notably Chengdu University of Technology, Jinan University, Peking University, and Southwestern University of Finance and Economics) ARE in the system.

Please thoroughly scan the list. If the institution is not listed, please select 'Other'.

SOLUS Student Centre

Evaluate My Transfer Credit

Course History

View Grades

View Unofficial Transcript

Official Transcript Request

View Official Transcript Req

Verification of Enrollment

Program/Plan Selection

View Transfer Credit Report

**Evaluate My Transfer Credit**

Evaluate My Transfer Credit

1 2 3 4

### 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.

Athabasca University

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) and syllabi. This can either be an attachment or a link to the course website. Also, you must attach a document confirming the start and end dates of the course(s). Select 'Save and Review' to view the Queen's equivalency before you submit your application.

Course History

View Grades

View Unofficial Transcript

Official Transcript Request

View Official Transcript Req

Verification of Enrollment

Program/Plan Selection

View Transfer Credit Report

Evaluate My Transfer Credit

Evaluate My Transfer Credit

1234

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 started the course(s) or plan to start the course(s) at the host institution.

	*Year	*Term Type	*External Term	*Subject	*Course Nbr	*Course Title	
1							

Add Another Course

\* Required Field

Click to upload attachments

Previous

Save & Review

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

**Note:** If a course does not have a course number, enter GEN in the Subject field and the first few letters (maximum 10) of the course title in the Course Nbr field.

- 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'.

ication is incomplete and will not be processed.

ation of transfer credits upon your admission or upon returning from a Queen's exchange program.

lanations

natically mean you have been approved to take this course. Click the 'Submit' button and the  
iew the course inform

cy shows as No Rule  
ropriate department v

ons that a course will

Are you sure you want to proceed with the payment , click Yes to proceed otherwise press No (0,0)

Yes No

have previously assessed this course and have determined it is not eligible for transfer credit.

met: This means that this course needs to be paired with another to be eligible for transfer credit.  
go back and revise this submission.

icates the course has not been assessed recently. Click the 'Submit' button and the appropriate  
se information you provided to determine the course equivalency.

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](mailto:ipo@queensu.ca).