FAQs: Applying for an International Letter of Permission (ILOP)

1. **When can I apply for an International Letter of Permission?**
   
   **Answer:** To ensure that you are selecting courses that will be offered, please wait until the host university has released its final course schedule. Summer school course schedules are typically finalized by late March/early April each year.

2. **How many courses can I list on my ILOP application?**
   
   **Answer:** Summer Term – 4 courses, Fall Term – equivalent of 18.0 Queen’s units, Winter Term – equivalent of 18.0 Queen’s units

3. **Can I take courses that can count towards my Plan requirements?**
   
   **Answer:** It is possible to do so, provided your department approves the courses listed on your ILOP application. The International Programs Office will send the course syllabi to the department to review.

4. **What courses are not acceptable for transfer credit?**
   
   **Answer:** Intermediate Microeconomics, Intermediate Macroeconomics, Education, Law, practical courses (e.g., Jewellery Appreciation offered at Peking University), internship courses, courses that are graded on a Pass/Fail basis

5. **Can I take Business/Commerce courses?**
   
   **Answer:** Yes, but keep in mind that a maximum of 6.0 units of courses offered by other Faculties and Schools may count towards the Program and/or Plan requirements of any degree in the Faculty of Arts and Science. This includes Commerce transfer credits.

6. **Are the grades obtained in courses taken elsewhere included in my Queen’s Cumulative GPA?**
   
   **Answer:** No. Transfer credits are recorded on your Queen’s transcript with a notation of “TR” and, in most cases, these credits can count towards your degree requirements.

7. **Can I take Queen’s online or on-campus courses at the same time as I am taking courses approved on my ILOP?**
   
   **Answer:** Yes, but be cautious of the workload. The maximum advisable credit limit for combined ILOP and Queen’s courses is: Summer – 2 courses at one time; Fall/Winter – 42.0 units (21.0 units per term) Taking more than the recommended number of courses does not constitute sufficient grounds to appeal to retroactively drop a Queen’s course after the deadline to drop.

8. **Can I submit an ILOP if I am currently a School of English student?**
   
   **Answer:** No, you will need to wait until you are enrolled in a degree program in the Faculty of Arts and Science.

9. **When is the OCASP (Off-Campus Activity Safety Policy) Safety Planning Record due if I submit an ILOP?**
   
   **Answer:** Prior to beginning your studies at the host university

10. **What do I do if the host university does not have syllabi written in English?**
    
    **Answer:** Contact the host university and ask for an English version of the syllabi

11. **Is a screenshot of my payment receipt for the ILOP acceptable?**
    
    **Answer:** Yes