

Application for an International Letter of Permission (ILOP)

Faculty of Arts and Science

- **Academic Regulations 14 – 14.8** in the current Arts and Science calendar applies.
- An International Letter of Permission (ILOP) may take 3-4 weeks to process.
- A non-refundable application fee of \$60 must be submitted for each ILOP. If a student requests replacement or additional courses, a new ILOP application and application fee of \$60 must be submitted.
- It is the student's responsibility to apply for admission to the host university. Students who obtain an International Letter of Permission should register as a special or visiting student rather than a student in a degree program. Students who register in a degree program at the host university will jeopardize their degree and admission status at Queen's.
- To earn transfer credit for courses taken elsewhere, a final grade equivalent to at least "C" (63%) on the Queen's University Grading Scale must be obtained in each course, unless otherwise stated on the International Letter of Permission.
- Transfer credit(s) and **not** the grade(s) achieved are recorded on the Queen's transcript with a notation of "TR". Grades obtained **are not** included in the Queen's Grade Point Average (GPA).
- It is the student's responsibility to arrange for an official transcript of marks to be forwarded directly from the host university (with an official seal) to the International Programs Office, B206 Mackintosh-Corry Hall, Queen's University, Kingston, ON K7L 3N6. Universities do not send out transcripts automatically; they must be requested by the student.
- Dual Degree Students (e.g. BA/BCOM, BScH/BScE) cannot obtain an International Letter of Permission. Students enrolled in MED, MJM or MJG programs are not dual degree students
- **Prior** to departing for your studies abroad, **you are required** to complete an Off-Campus Activity Safety Policy (OCASP) – Safety Planning Record and have it approved. To complete your Safety Planning Record, go to:
<http://www.safety.queensu.ca/ocasp/ocasp2.htm>

Name: _____ Student Number: _____

Address: _____
(street) (city) (province) (postal code)

Telephone: _____ Queen's E-mail: _____

Academic Program/Plan (e.g. ENGL-M-BAH): _____

Is your cumulative GPA above 1.60? Yes _____ No _____

If you are in the 3rd or 4th year of an Honours Program, is your cumulative GPA above 1.90? Yes _____ No _____

When do you expect to graduate? Spring 20 _____ Fall 20 _____ Year _____

Are these final courses to complete your degree? Yes _____ No _____

Do you intend to use these credits toward the International Studies Certificate? Yes _____ No _____

Host University Information – Where Student Plans to Study

Host University: _____ Country: _____

Host Website: _____

Term(s) or Session(s) during which course(s) will be taken: Fall _____ Winter _____ Summer _____

Start & End Date of Classes at Host Institution: _____

Course Information at Host University

NOTE: The maximum number of courses that can be listed on an application:

SUMMER = equivalent of 12.0 Queen's units; FALL = equivalent of 18.0 Queen's units; WINTER = equivalent of 18.0 Queen's units (typically, one course at another university is the equivalent of a 3.0 unit Queen's course)

Course Number & Course Title <i>*Please attach a <u>detailed</u> syllabus for each course*</i>	Number of Credits Awarded by Host University	Taking course as: Concentration or Elective Credit(s)

Detailed course syllabus attached for each course

Comments:

Method of Payment:

Cheque (made payable to Queen's University)

Pay online by debit or credit card. Click on the red "Pay Now" button on the attached link:

<http://www.queensu.ca/artsci/student-forms>. Enter your Queen's ID and put a checkmark in the "International Letter of Permission" box. Attach a copy of your payment receipt to your International Letter of Permission application.

International Letter of Permission will be:

Picked up by Student in the IPO (B206, Mac-Corry)

Emailed to Student

Student Signature _____

Date _____

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Appeal to Study Abroad for All or Part of Third or Fourth Year of an Honours Program (Academic Regulation 14.4)

Submit an online appeal to the Associate Dean (Studies) at: <http://www.queensu.ca/artsci/students-at-queens/academic-appeals>)

Undergraduate Chair's Statement of Support

Payment of \$50 appeal fee

December 2017

STATEMENT OF UNDERSTANDING FOR INDEPENDENT STUDY ABROAD

I, the undersigned, understand and accept the following conditions that apply when participating in an Independent Study Abroad activity, as evidenced by my signature below:

1. It is the student's responsibility to apply for admission to the host university.
2. The student must complete and submit all documentation required by the host university, directly to the host university, by its stated deadlines.
3. Tuition and ancillary fees are to be paid by the student to the host university, in accordance with the host university's requirements.
4. Students may be required to pay additional fees, such as mandatory health insurance, activity fees, etc., to the host university.
5. Students are responsible for all personal expenses, including transportation, medical insurance, food and accommodation. It is the responsibility of the student to secure their own accommodation.
6. Students participating in study abroad activities are subject to the rules and regulations of the host university and laws of the host country.
7. Students are responsible for obtaining the necessary immigration documentation as required. Please note that it may take a few months to obtain such documentation.
8. Students are responsible for ensuring that appropriate and sufficient health insurance is obtained to cover the period of time while on the study abroad activity and while travelling abroad.
9. Students participating in study abroad activities are bound by the terms of the Queen's University Student Code of Conduct (<http://www.queensu.ca/studentconduct>) prior to, during, and following the study period. In the event that the student violates the Student Code of Conduct, permission to participate in the study abroad activity may be revoked.
10. Students participating in an independent study abroad activity must register at the host university as a **visiting student** rather than as a student on a degree program. Students who register on a degree program will jeopardize their registration status at Queen's University.
11. To receive credit for courses taken abroad at another university, students must obtain an International Letter of Permission (ILOP) prior to enrolling in classes at the post-secondary institution. To obtain an International Letter of Permission, students must be in good academic standing, have a minimum cumulative GPA of 1.60, have completed a minimum of 6.0 units on a degree program in the Faculty of Arts and Science, and must not have more than 3.0 units of incomplete grades in a previous term (grade of IN). A student who is completing the final course(s) of an honours degree must have a minimum Plan GPA and a minimum cumulative GPA of 1.90.
12. A non-refundable application fee of \$60 must be submitted for each ILOP. If a student requests replacement or additional courses, a new ILOP application and application fee of \$60 must be submitted.
13. Courses taken at the host university must be approved and listed on the ILOP. Participation in an independent study abroad activity does not guarantee enrolment in desired courses at the host university.
14. To transfer credit to Queen's for courses taken at the host university, a final grade equivalent to at least "C" (63%) on the Queen's University Grading Scale must be obtained in each course, unless otherwise stated on the ILOP.
15. Transfer credit(s) and **not** the grade(s) achieved are recorded on the Queen's transcript with a notation of "TR". Grades obtained **are not** included in the Queen's Grade Point Average (GPA).

16. Students are responsible for arranging for an official transcript (bearing the official university seal) to be forwarded directly from the host university to the International Programs Office, Room B206, Mackintosh-Corry Hall, Queen's University, Kingston, Ontario, Canada K7L 3N6. It is also the student's responsibility to obtain any additional transcripts from the host university needed for his/her personal use. It is prudent to obtain a sufficient number of original transcripts for future employment, licensing, and graduate studies applications.
17. For students taking the final course(s) for their degree at another university, it may not be possible for the official transcript to be submitted to Queen's and transfer credits to be finalized in time to graduate at the upcoming graduation.
18. Independent study abroad falls under Queen's University's Off-Campus Activity Safety Policy (OCASP). As such, students must complete the mandatory OCASP Safety Planning Record (SPR) process prior to departing for their studies abroad. Failure to complete a Safety Planning Record may result in their International Letter of Permission being revoked and transfer credits not being granted.
19. In the event that Global Affairs Canada (see <https://travel.gc.ca>) issues a travel warning advising against travel to the location or region of the host university following the issuance of the ILOP by Queen's, but prior to departure, the ILOP will be automatically rescinded. In this circumstance, to seek an exception, the student must apply in writing, giving reasons for the request and documenting how the hazards identified in the Global Affairs Canada warning will be mitigated. The ILOP will not be reinstated unless the student is able to demonstrate to the Health and Safety Specialist (OCASP) that the hazards identified in the Global Affairs Canada warning can be mitigated appropriately.
20. In the event that Global Affairs Canada issues a travel warning advising against travel to or visits within the location or region of the intended host university after the student's departure, the student is required to revise their OCASP Safety Planning Record (SPR) to reflect the new circumstances, and resubmit it for review and approval. If the new hazards cannot be mitigated appropriately, Queen's University may require the student to leave the area of risk. Failure to revise and resubmit the SPR and to cooperate with Queen's University in managing the student's risk may result in the student not receiving academic credit for the affected term(s) of study.
21. It is the student's responsibility to decide whether to purchase travel cancellation insurance. Cancellation insurance may provide coverage in the event that travel plans are altered because of circumstances that lead to the issuance of a travel warning by Global Affairs Canada.

Personal information collected on the International Letter of Permission 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 their eligibility for an International Letter of Permission to study abroad at another post-secondary institution. This information will be included in the student's file in the International Programs Office for three years and will only be accessible to Queen's employees working in that office. If you have any questions or concerns about the information collected or how it will be used, please contact: ipo@queensu.ca.

Student Name: _____

Student Number: _____

Student Signature: _____

Date: _____