

LETTER OF PERMISSION APPLICATION FORM

Current TWU students must submit and get approval for a Letter of Permission **prior** to enrolling in any courses outside TWU. LOP applications are approved on a case-by-case basis and usually take 2-4 weeks to be processed. Please read carefully the LOP restrictions and procedures at [TWU Transfer Credits](#) before submitting this application.

After a permission is granted, you need to seek approval of the Host Institution to register for the courses. To complete the transfer, you must:

- obtain a grade of D (53%) or better for each course, unless otherwise specified by department requirements (see [Academic Calendar](#) for details).
- Must have an official transcript sent to Admissions at TWU upon completion of the course.
- Must complete any approved courses within ONE YEAR of approval or re-submit a LOP application. Reapprovals are not guaranteed.

SECTION A – STUDENT INFORMATION

LAST NAME		FIRST NAME		TWU ID NUMBER	
EMAIL		Anticipated date of graduation:			
DEGREE/MAJOR:		ACADEMIC ADVISOR:			

SECTION B – REQUEST DETAILS

Reason why you need to take the course(s) for transfer to TWU:					
Host Institution Name			Host Institution Address (City, Country)		
Host Institution Course Details <i>(Please attach syllabi unless course is listed on BCTransferGuide.ca)</i>				Requested TWU Equivalent <i>(Course Code)</i>	Core Req? <i>(Inquiry: Ways of Knowing)</i>
COURSE CODE	COURSE TITLE	COURSE START DATE	CREDITS		

**If you substitute or change enrollment in any of the above courses you must resubmit a new LOP Request.*

Student Signature	Date
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Academic Advisor Signature	Date
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Department Chair/Dean Signature	Date
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SECTION C – PAYMENT *(if applicable)*

A **\$25 processing fee is required** upon submission of this application (per institution, 5 course maximum), only if the institution is not listed as a sending institution on the BC Transfer Guide. *Choose payment option:* **Credit Balance on Student Account** [Online Banking](#)

OFFICE OF THE REGISTRAR USE ONLY			
Date Received:	Payment Received:	AR Hold Clear?	Initial _____