

Application for Letter of Permission at an International University

To enrol in a course(s) on a Letter of Permission at an international university, you must seek preapproval from the Faculty. Applications will only be considered for courses associated with a degree program of a recognized degree granting university. An approved International Letter of Permission is confirmation that the university and selected course(s) meet the necessary criteria for transfer credit, however, transfer credit is ONLY granted when the official transcript, indicating the final grade, is sent directly from the Registrar's Office of the host university.

Name: _____ **Student Number:** _____

Email: _____ **Phone Number:** _____

Program and Level: _____

Host University Name: _____

Host University Address: _____

Subject and Course Code	Term	Course Website (or attach outline)

Please provide the following information:

- Link to the institution's website: _____
- Language of instruction for the course(s): _____
- Learning format of the course(s): Online Lecture Blended

By signing this application, I acknowledge the following condition:

Issuance of the final transcript MUST be directly provided by the Registrar's Office of the University. If this is found to be inaccurate, I understand that I will NOT receive transfer credit for any course(s) completed.

Student Signature: _____ **Date:** _____

Submit completed application to the Associate Dean (Academic) Office by delivering to BSB/129 or emailing to lopsi@mcmaster.ca.

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and being collected under section 39 (2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario. Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall 209, McMaster University.

For office use only:

Approved Denied

Notes: _____

Authorizing Signature: _____ Date: _____