

**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 & Level: _____

Host University Name: _____

Host University Address: _____

SUBJECT & 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 lopsci@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: _____