

A Letter of Permission Request is for current TWU Students who would like to take and transfer an external course back to TWU. Requests must be submitted and approved *prior* to enrolling in any external courses. All requests are on a case by case basis.

- Please allow 2-4 weeks to process your request.
- **IMPORTANT:** Courses are not always articulated (transfer decision) as requested. It is the student's responsibility to review any approval granted to make sure that it is still applicable to their program requirements and to stay within any transfer credit limits (such as LOP Restrictions, Upper Level Limits, program grade minimums, no duplicate courses, etc.). It is recommended that you review the procedure and further restrictions at: www.twu.ca/academics/office-registrar/transfer-credit. See Academic Calendar for details.
- Permission may be granted for you to transfer the requested courses, subject to approval of the Host Institution and the following understanding. The student,
 - Must be in good financial and academic standing with TWU to apply.
 - Must obtain a grade of D (53%) or better for each course, unless otherwise specified by dept. requirements (see Academic Calendar for details).
 - Must complete any approved courses within a *year of approval*, or re-submit a LOP request (decision subject to change).
 - If you substitute or change enrollment in any of the above courses you must resubmit a new LOP Request.

Upon Completion of the course you must have an official transcript sent to the Office of the Registrar at Trinity Western University.

SECTION A - STUDENT INFORMATION

LAST NAME		FIRST NAME		TWU ID NUMBER
EMAIL:			Anticipated Date of Graduation (MM/YYYY):	
Degree/Major:			Faculty 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 <small>Please attach syllabi unless course is listed on www.BCTransferGuide.ca</small>					Requested TWU Equivalent	Core Req?
Course Code	Course Title	Course Start Date <small>(mm/yyyy)</small>	Credits <small>(Semester Hours)</small>	<small>NOTE: This <i>does not</i> mean the course will transfer or be approved as requested.</small>		<small>(Inquiry: Ways of Knowing)</small>

Student Signature _____	Date _____
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SECTION C - PAYMENT (if applicable)

A \$25 processing fee is required upon submission of this form (per institution, 5 course maximum), unless the institution is listed as a Sending institution on the **BC Transfer Guide**.

Cash/Cheque

Debit

Credit Balance on Student Account

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