Requesting a Letter of Permission

All University of Calgary students taking courses at another institution must apply, and be approved, for a Letter of Permission to attend that institution. This approval must occur *prior* to registering for courses at the other institution.

**Timelines**

**For Fall Non-Education Terms**

LoP Submission DUE: June 1st  
UPE Response by: July 1st  
If Changes Required, New Submissions by: July 10th  
UPE Response by: August 9th  

**For Winter Non-Education Terms**

LoP Submission DUE: October 1st  
UPE Response by: November 1st  
If Changes Required, New Submissions by: November 15th  
UPE Response by: December 9th  

**For Spring and/or Summer Non-Education Term/Courses**

LoP Submission DUE: February 1st  
UPE Response by: March 1st  
If Changes Required, New Submissions by: March 15th  
UPE Response by: April 9th  

**Transcripts**

Transcripts with final grades for all LoP courses taken in the past academic year must be received by: 

*June 1st*  
annually.
Students should note that:

1. Grades achieved on Letter of Permission courses count towards academic standing GPA withdrawal limitations, and other Student Academic Standing reviews. Please refer to Werklund Calendar Regulation 3.3;

2. Without transcripts, credit will not be posted. Students are responsible for ensuring that transcripts are submitted to Admissions for credit processing. Admissions' address is:

   Admissions  
   MT 116  
   University of Calgary  
   2500 University Dr NW  
   Calgary AB  
   T2N 1N4  

3. Students who have not submitted any transcripts by June 1st preceding their final year of 500-level courses will be blocked from enrolling in said classes, due to the regulation that all other coursework must be completed prior to the final year.

**Submitting a Letter of Permission via MyUofC**

1. Log into MyUofC:
Go to your Student Centre and select ‘Letter of Permission’ under the ‘Program and Advising Info’ section:
2. From the Letter of Permission page, select the term for which you are planning to take courses at another institution:

   TIP: Choose the term that matches with start date of your course(s).

   Start Date of Course
   September – December = Fall Term
   Jan – April = Winter Term
   May - June = Spring Term
   July - August = Summer Term

3. Click the disclaimer of ‘I have read the above information’ after reviewing the ‘important information’ section, as well as this Guide, and the other information on the ‘Letter of Permission’ tab on your program site.
4. Use the green ‘select’ buttons to fill in the required information for the Letter of Permission application. You must enter the name of the institution you are attending (the address should automatically populate), the ‘Reason for Request’, and the name, number, and start/end dates for all of the courses you are planning on taking at that institution for that term:

**TIP:** Remember that you are entering the name/number of the course(s) according to what they are called at the host institution (and not what they might be equivalent to at UCalgary).
5. Review the information, and if everything looks correct, click the ‘Submit’ button to send to your Advisors for review. Click ‘Previous’ if you wish to make any changes to your application before submission.

Your Advisors will review your Letter of Permission, and contact you to let you know if it has been approved, denied, or if it needs any changes. Again, you can check on the status of your Letter of Permission request anytime by going to the initial Letter of Permission start page.