



# Office of the Registrar

# Letter of Permission Application

**Instructions:** Read Steps 1 to 4 before proceeding with your application. See page 2 for additional instructions and responsibilities.

**Step 1:** Complete the **Student**, **Host University**, and **Request Information** sections.

**Student information**

Waterloo student identification number \_\_\_\_\_  
 Faculty \_\_\_\_\_  
 Degree program/major \_\_\_\_\_  
 Last name(s) \_\_\_\_\_  
 First name(s) \_\_\_\_\_  
 Waterloo email \_\_\_\_\_

**Host university information**

Name of university \_\_\_\_\_  
 Have you registered there before?  Yes  No  
 If yes, student identification number \_\_\_\_\_  
 Provide an email address for the host university's admissions/registrar's office (your letter will be sent to this address) \_\_\_\_\_  
 Is travel out of Canada required?  Yes  No

**Request information**

Number of courses I wish to enrol in: \_\_\_\_\_  
 Are you taking any Waterloo courses in the same term?  
 No  Yes If yes, how many? \_\_\_\_\_  
 Reason for request: \_\_\_\_\_

I have read and understand the regulations listed on page 2 and my faculty's section of the [Undergraduate Calendar](#). Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 2:** Bring the application to your program/major advisor to review your eligibility for a Letter of Permission. Obtain secondary approval if your faculty requires it.

*[Academic advisors are to complete this section of the form.]*

Academic Advisor Approval:  APPROVED  DENIED Signature \_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_ Ext. \_\_\_\_\_  
 Comments \_\_\_\_\_

Second Academic Advisor Approval (if applicable):  APPROVED  DENIED Signature \_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_ Ext. \_\_\_\_\_  
 Comments \_\_\_\_\_

**Step 3:** In the **Host Course Information** section, list the course(s) in which you hope to enrol at the host university. For each course listed, obtain course equivalency approval from the [department offering equivalent Waterloo course content](#). In addition, if the course(s) is to be used as a requirement for graduation towards one of your academic plans (e.g., major, minor, etc.), that **plan's academic advisor** needs to approve the course(s) by initialing in the table below.

Host Course Information (as listed in their academic calendar)						Faculty/Department Use Only – Course Equivalency Approval(s)			Academic Advisor Approval(s) Initials
Course Subject and Number (e.g., ECON 120)	Course Title (e.g., Intro to Economics)	Required (R) or elective (E)?	Course Weight &/or Hours per week	Start Date (YYYY MM DD)	End Date (YYYY MM DD)	Waterloo Subject and Number (e.g., ECON 101, ECON 1XX)	Print name	Signature	

**Step 4:** Submit the completed and approved form, with the **\$25.00 non-refundable application fee** to [The Centre](#) (NH, first floor). You can also submit online by uploading to our e-Commerce site via <https://uwaterloo.ca/forms/undergraduate-studies/letter-permission>.

Administrative Use Only Fee processed by: Initials \_\_\_\_\_ Date: \_\_\_\_\_ Letter generated by: Initials \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions and regulations:

1. Contact the admissions/registrar's office at the host university for application deadlines and other procedural details **prior** to submitting this application and associated fees.
2. Fill out a separate application for each host university. Note: For Laurier courses, use the *Undergraduate Studies Cross-Registration Form* available at [uwaterloo.ca/forms/undergraduate-studies/cross-registration-laurier](http://uwaterloo.ca/forms/undergraduate-studies/cross-registration-laurier).
3. This application must be approved by your advisor **prior** to enrolling at the host university and is subject to faculty and department regulations.
4. Provide each Waterloo department assessing your course equivalencies with the host university's academic calendar course descriptions or course outlines, or a list of web addresses. Note: these do not need to be submitted with this application and associated fees.
  - A list of advisors is available online: <https://uwaterloo.ca/registrar/current-students/advisors>.
5. If you are intending to use these courses to **complete** your degree requirements, consult Waterloo's Office of the Registrar in order to avoid a possible delay in graduation.
6. Courses taken on a Letter of Permission at other universities will appear on your Waterloo record as transfer credits if you attain a **minimum grade of 60% or equivalent** (be sure to confirm the minimum required grade with your academic advisor). Grades attained in such courses are not included in average calculations at the University of Waterloo.
7. **Credit will not be granted for repeated course work.**

### Student's responsibilities:

- Reviewing the faculty's Letter of Permission regulations in the Undergraduate Calendar.
  - Arts: <http://ugradcalendar.uwaterloo.ca/page/ARTS-Letter-of-Permission>
  - Engineering: see academic advisor
  - Environment: <http://ugradcalendar.uwaterloo.ca/page/ENV-Internal-and-External-Transfer-Credits>
  - Health: <http://ugradcalendar.uwaterloo.ca/page/AHS-Letter-of-Permission>
  - Mathematics: <http://ugradcalendar.uwaterloo.ca/page/MATH-Math-Faculty-Policies>
  - Science: <http://ugradcalendar.uwaterloo.ca/page/SCI-Degree-Requirements-Letter-of-Permission>
- Applying for admission to the host university by their established deadline.
- Obtaining all the required signatures on the *Letter of Permission Application*, prior to submission.
- Obtaining additional approvals by your faculty/department if any changes to the original Letter of Permission are required (e.g., if a replacement course is required due to it being cancelled/closed by the host university). This approval must be received before the course(s) begins and changes be submitted to [askthecentre@uwaterloo.ca](mailto:askthecentre@uwaterloo.ca) (no additional cost).
- Requesting and **ensuring that an official transcript of the grade(s) earned is sent within two months of completing the course(s)** directly from the host university admissions/registrar's office to Waterloo's Office of the Registrar, Needles Hall, University of Waterloo, Waterloo, Ontario, N2L 3G1.

### Office of the Registrar's responsibilities:

- If your application is approved, a Letter of Permission letter will be generated for you and sent to the host university on your behalf (only if the host university requires a letter). You will receive a copy of the letter at your Waterloo email address.
- Once your official transcript from the host university has been received, any applicable transfer credits for your course(s) will be applied to your student record, per regulations.