

# REQUEST FOR LETTER OF PERMISSION

Students wanting to take courses at another post-secondary institution and apply credits to their program must request a Letter of Permission (LOP) prior to attending another institution.

Students must be in good standing and will need to submit their request at least two months prior to the start of their studies. Further details can be found [here](#).

## Student's Pre-submission Checklist:

- Review the [BC Transfer Guide](#) to confirm the intended course has obtained UFV equivalency.
- Confirm you have not attempted the equivalent course three times. If you would like to petition for a fourth attempt visit our website [here](#). Approval is required prior to obtaining a Letter of Permission.
- Consider connecting with an [Academic Advisor](#) to confirm how the intended course will fit into the program plan.

Once this request has been reviewed, students will receive notification to their UFV email. It is the student's responsibility to forward the LOP to the institution they will be visiting and provide UFV with an official transcript upon completion of the course.



Office of the Registrar

Phone: 604.854.4501

Email: [articulation@ufv.ca](mailto:articulation@ufv.ca)

UFV Student Number	Student's full legal name	Current UFV Program
Name of institution you are requesting to attend:		
Reason for attending another institution:	Dates of attendance: to <i>(letter of permission will be valid for these dates only.)</i>	

Course subject & number (e.g. PSYC 101)	Course title at other institution (e.g. Introductory Psychology 1)

DO NOT WRITE BELOW THIS SPACE		ADVISING ONLY
UFV course code	Credits	Fits in Current Program?

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Collection Notice: The personal information requested on this form is collected under the authority of the University Act, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). The information will only be used for the purpose of administration of academic programs and providing educational and related support services. Direct any questions about this collection to the Enrolment Services Coordinator at the Office of the Registrar at UFV at 604-851-4501, [reginfo@ufv.ca](mailto:reginfo@ufv.ca), or see [www.ufv.ca/informationprivacy](http://www.ufv.ca/informationprivacy)

<b>OFFICE USE ONLY</b>	
Advisor's Signature	Date
Comments	

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