

REQUEST FOR LETTER OF PERMISSION



Office of the Registrar

Phone: 604.854.4501
Email: articulation@ufv.ca

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.

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 (letter of permission will be valid for these dates only.)	

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** _____

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OFFICE USE ONLY	
Advisor's Signature	Date
Comments	

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