



# Request for Letter of Permission

The University of Western Ontario, Office of the Registrar, Room 2140 WSS, London, Ontario, N6A 3K7

The personal information on this form is collected under the authority of the *University of Western Ontario Act, 1982*, as amended. To view the complete Personal Information Collection Notice, visit the online Academic Calendar at: <http://www.registrar.uwo.ca/calendars/index.cfm>.

**There is a non-refundable fee (including GST) for issuing a Letter of Permission. See back of form for more information.**

Student Name											
Home Address				Student Number							
Postal Code				City/Province/Country							
Phone Number	(		)	Business Phone Number	(		)				

*The Address provided above will be effective immediately, replacing all other addresses.*

**Processing Instructions (choose one or two of the following):**

Mail to University  Mail to student  Pick-up by student  Optional Fax Instructions (Fee Req) \_\_\_\_\_

Are you taking any Western courses in the same session? Yes  No

Have you registered at the host university before? Yes  No

Will successful completion of the requested course(s) make you eligible to graduate? Yes  No

If yes, a transcript must be received by **May 15th** for Spring Convocation, or by **October 1st** for Autumn Convocation. **If a transcript is not received by November 1st, a grade of 'F' will be recorded.**

Note: Students granted permission to take the final course(s) of their program during a Fall/Winter Session may not graduate until the Autumn Convocation.

It is the students' responsibility to order an official transcript to be sent directly from the host institution to: The University of Western Ontario, Office of the Registrar, Attention: Letter of Permission Area.

<b>Current Program/Module</b>	Faculty:	Degree:	Program/Module:	PYR:	
<b>Permission Requested to Attend</b>	University:		During: Year: 20_____	Spring/Summer	
				Fall/Winter	

Register in a maximum Western Course weight of \_\_\_\_\_ from the following approved courses:

Host University Course Number/Title	Assumed Weight		Princ (P) or Opt (O)	Exact Western Equivalent	Substitute for Western Course	Dept Approval	Course Level		
	Full	Half					Yr1	Senior	
								Hon	Gen

Comments:

I have read and understand the conditions (listed on both the front and back of this form) under which a Letter of Permission is granted.

Student Signature		Date	
Dean's Office Signature		Date	

If a Letter of Permission is granted to a student still in progress, it must be provisional pending successful completion of the progression requirements for that session.

Course credit will be granted equal in value to the course weight assigned by the host institution. For the purpose of future registration, course content covered on a transfer of credit basis may serve as either pre- or anti-requisite, as determined by the Dean of the Faculty in which the student is registered.

The Letter of Permission is valid only for the session indicated. **If the selected course is dropped or the Letter of Permission is not used**, notification in writing and an official transcript or statement must be submitted immediately to the Dean in the Faculty in which the student is registered.

Any course attempted shall be counted within the maximum allowable course attempts. Grades will be counted within Western progression requirements.

The fee for a Letter of Permission must be paid at the time you submit the application. In the case of a telephone request, please submit the fee immediately. All payments should be sent to the Fees Office, Room 190, Stevenson-Lawson Building (Effective July 2009, please send to: Student Central, Western Student Services Building). It is the students' responsibility to ensure that all fees are paid. Students who do not pay the fee will be subject to financial and academic penalties.

There is an additional fee for faxing the Letter of Permission. If you want the form faxed, please fill out 'Optional Fax Instructions'.