



RECORDS, REGISTRATION + ADVISING
 Transfer Credit Advisor
 T 604 844 3802 · F 604 844 3089
 transfercredit@ecuad.ca

LETTER OF PERMISSION REQUEST (LOP)

Students may request a Letter of Permission (LOP) for studies they plan to do at other post-secondary institutions for transfer back to their Emily Carr University program. To guarantee that the course work will be accepted for transfer, the student must request approval before they register for course(s) at another institution.

To request approval, please complete this form, attach the detailed course description for each course (or e-mail links to online course descriptions), pay the \$30.00 application fee and submit this completed form to the Transfer Credit Advisor. Approved LOPs will generally be mailed and faxed within five business days of receiving the completed LOP request form.

The total cost of each Letter of Permission for each semester is \$30.00. Please pay at the Student Payments Office in the Student Commons.

***PLEASE NOTE: The standard \$30.00 Letter of Permission request fee is currently being waived until further notice due to COVID-19.**

STUDENT INFORMATION

Last Name: _____ First Name: _____

Student ID: _____

Semester and Year the LOP is requested for: Fall 20 ____ Spring 20 ____ Summer 20 ____

School the LOP is requested for (one per fee): _____

CHECKLIST

- I have applied to be a Visiting Student at the other school.
- I am using these credits to apply for Student Loans and am aware I now need to contact finawards@ecuad.ca to complete the split enrollment process.
- I have checked that the other school is offering the courses I want at the time I want.
- I have the pre-requisites required to take the course. (The other school is unlikely to permit you to register without the pre-requisites.)

COURSE(S) REQUESTED

***Note: LOPs may only be requested one semester at a time. If a selected course is scheduled to take place across two terms (ie. one full year), please indicate the duration of the course below.
Requests where the course description(s) cannot be found will not be processed.**

	Duration of Course (ie. One term or two terms?)	Course Code (e.g. ANTH-100)	Other school's course name (e.g. Intro to Anthropology)	What requirement is met in your Emily Carr program? (e.g. Critical Studies 3 cr. any level)	Course description online or attached?	First choice course or alternative course?
1						
2						
3						
4						
5						

Alternative courses, in case the first choice courses are no longer available when registering, are permitted if approved.



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HOW TO REQUEST A LETTER OF PERMISSION (LOP)

A Letter of Permission (LOP) is required when a student is seeking to complete a course or courses at another University or College to use as a transfer or substitution for a course or courses in their program requirements at Emily Carr University. The LOP is faxed and mailed to the other University/College on behalf of the student in order to ensure that, upon successful completion of the course, the transfer credit(s) will be awarded correctly. Approved LOPs will generally be mailed and faxed within five business days of receiving the completed LOP form.

IN ORDER TO APPLY FOR A LETTER OF PERMISSION:

- Research the other University/College to be sure they have the course(s) that you want *when* you want them.
- Apply to be a visiting student as per the application requirements of the other University/College.
- Check your Emily Carr Program Evaluation to be sure you have room for the course or courses of interest and that they are at the appropriate program level (eg. first year/ 100 level courses cannot be used for 300/400 level requirements at Emily Carr). If the LOP course is to cover one of your CORE or named program requirements, the course will need to be approved by your Dean through the Transfer Credit Advisor– this approval can take extra time.
- Complete a Letter of Permission Request form, pay the \$30 fee at the Student Commons, and submit the form to Student Services. ***PLEASE NOTE: The standard \$30.00 Letter of Permission request fee is currently being waived until further notice due to COVID-19.**
- Register for your course(s) at the other University/College.
Note: Registration may not be permitted until the other institution receives your LOP from Emily Carr University.
- Once you have finished the course(s), and your final marks are available, arrange for an official transcript to be mailed to Emily Carr University so that the transfer credit can be entered.

IMPORTANT NOTES:

In your research, you must be sure you have the pre-requisites for the courses you want to take. For instance, you cannot take 300/400 level Psychology courses without successfully completing first year Psychology courses.

The maximum transfer credit that can be applied towards all Emily Carr University programs is 60 credits.

If you will be away from Emily Carr during a regular semester, you must also request a Leave of Absence.

If you wish to take courses that will not fit your program (such as the lower-level Psychology courses that are required if you wish to attend an Art Therapy Masters program), you still do this using an LOP, but the letter will state that the courses are for “professional development” rather than for transfer credit. Such courses will not be transferred to your Emily Carr transcript.

A separate request and fee for an LOP is required for each school and for each semester at each school.