



RECRUITMENT, ADMISSIONS + INTERNATIONAL DEVELOPMENT
 Yvonne Hachkowski, Admissions Advisor
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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 Emily Carr. To guarantee that the course work will be accepted for transfer, the student must request approval before they register for the course(s).

To request approval, please complete this form, attach the detailed course description for each course where the description is not online, pay the fee at the Student Commons, and submit this completed form to Yvonne Hachkowski, Admissions Advisor. Approved LOPs will generally be mailed and faxed within five business days of receiving the completed LOP form.

Total cost of each letter of permission for each semester = \$30.00. Please pay at the Student Commons.

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 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

	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?
1				
2				
3				
4				
5				

Alternate courses, in case the first choice courses are no longer available when registering, are permitted.

LOPs may be requested one semester at a time.
 Requests where the course description(s) cannot be found will not be processed.



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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(s) at another University or College to use as a transfer or substitution for a course(s) in their program requirements at Emily Carr. 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 their application requirement.
- Check your Emily Carr Program Evaluation to be sure you have room for the course(s) and that they are at the appropriate program level, i.e., first year courses 100 level cannot be used for 300/400 level requirements. If the LOP course is one of your CORE or named program requirements, the course will need to be approved by your Dean through the Academic Advising Office – 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.
- Register for your course(s) at the other University/College.
Note: This may not be allowed until they receive the LOP from Emily Carr.
- Once you have finished the course, and your final mark is available, arrange for an official transcript to be mailed to Emily Carr 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.

Maximum transfer credit 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 a 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.