



UNIVERSITY OF WINDSOR
REQUEST FOR LETTER OF PERMISSION
TO TAKE COURSE(S) AT ANOTHER UNIVERSITY FOR TRANSFER CREDIT

NAME: _____ I.D. #: _____

Address: _____

Phone #: _____

Email: _____

I request permission to take the course(s) below at the following University:

Address of University:

If the document is to be faxed, please provide the fax number. An additional \$10.00 fee will apply.

THE COURSE(S) WILL BE TAKEN DURING:

- | | | | |
|-------------------|--------------------------|----------------------|--------------------------|
| Summer Session | <input type="checkbox"/> | January - April | <input type="checkbox"/> |
| September - April | <input type="checkbox"/> | September - December | <input type="checkbox"/> |

- Course Name and Number: _____
- Course Name and Number: _____
- Course Name and Number: _____
- Course Name and Number: _____
- Course Name and Number: _____

EMAIL A **PDF EMAIL OF THE COURSE OUTLINE(S)** TO registrar@uwindsor.ca
 SHOWING THE UNIVERSITY WEB ADDRESS ON THE DOCUMENT.
 PLEASE MAKE SURE YOU HAVE THE PRE-REQUISITES FOR EACH COURSE.

Alternate choices, may be listed on an additional sheet with attached course descriptions, if above courses are not available.

I am requesting transfer credits towards my _____ degree at the University of Windsor.

Please review guidelines on reverse.

Student Signature: _____ Date: _____

For Office Use Only			Receipt #
IGS	FI	PD	Res. Rqmt Met
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UNIVERSITY OF WINDSOR

Guidelines for Letter of Permission

1. **A \$40.00 non-refundable fee, payable at the Office of the Registrar, per Letter of Permission must be paid before the Letter of Permission will be processed. The cost for a revision to a Letter of Permission for the same institution is \$20.00 per request.**
2. Contact the institution regarding their application procedures. You may verify whether the university is accredited by contacting the Registrar's Office ex. 3315.
3. Must be in good academic and financial standing and at the University of Windsor to attend another university on a Letter of Permission. You must meet the residency requirement for your program. You must have completed one full semester (5 courses) before applying for a Letter of Permission.
4. Select courses that apply toward the degree program in which you are enrolled. Care should be taken when selecting courses to avoid duplication of courses and to make sure that you have the course prerequisite. A full course or a 6.0 credit course is considered as two of Windsor's one-semester courses. A half course or a 3.0 credit course is considered as one of Windsor's one-semester courses.
5. Complete the Letter of Permission form on the opposite side of this form. You may only apply to one University.
6. E-mail course outlines (as PDF attachments) for each course to registrar@uwindsor.ca. You may check to see if a course has already been equated www.uwindsor.ca/registrar and click Course Equivalencies link. No course outlines are required if course(s) has already been equated.
7. It is your responsibility to submit an official transcript to the Office of the Registrar, University of Windsor, upon completion of the course(s).

Note: A minimum grade of 60% must be obtained for transfer of credit.

To *revise* a previously submitted Letter of Permission for the same institution you must submit a letter explaining what is now being requested. The *revision* fee is \$20.00; a *new* Letter of Permission for a different institution is \$40.00.

To cancel a Letter of Permission you must submit a letter (to the Office of the Registrar) requesting the Letter of Permission to be cancelled.

NOTICE - COLLECTION OF PERSONAL INFORMATION AND DISCLOSURE

Personal information on this form is collected under the authority of the University of Windsor Act 1962, and University of Windsor, Senate By-Law 31. It is collected for the purpose of administering the university / student relationship including the processing of requests for Letters of Permission. A detailed Notice of Disclosure can be found at: www.uwindsor.ca/fippa. Questions about the collection of this information can be directed to registrar@uwindsor.ca