

## LETTER OF PERMISSION APPLICATION

Payment of \$75 is required for every application per institution and is non-refundable. If a revision needs to be made to this application an additional fee of \$25 is required. To be eligible for a Letter of Permission you must be in **good academic and financial standing** at the University of Windsor, and you must have completed five courses. Please **allow a minimum of 2 weeks for this application to be processed.**

Last Name \_\_\_\_\_ Given Name \_\_\_\_\_

Student ID \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

U Windsor Degree \_\_\_\_\_

Check our [Course Equivalency Database](#) to see if a course has already been evaluated for a U of Windsor credit. If you do not see the course listed, you must email a detailed course outline along with this completed Letter of Permission form to [transcripts@uwindsor.ca](mailto:transcripts@uwindsor.ca); when emailing, please include “Letter of Permission” and/or “Course Outline” and your student number and ID in the email subject line. Prior to submitting the course outlines, please review the [Guidelines for Submitting Course Outlines](#).

### Institution I wish to enroll in

Name of Institution \_\_\_\_\_ (ONE institution per form)

Address \_\_\_\_\_ City/Province \_\_\_\_\_

Institution Email \_\_\_\_\_

The course will be completed during: Fall  Winter  Spring  Summer  Year: \_\_\_\_\_

Course Code	Course Title	Proposed U Windsor Course to be substituted

- ✓ It is advisable to speak to an academic advisor before submitting this Letter of Permission application.
- ✓ It is your responsibility to submit an official transcript to the University of Windsor upon completion of the course(s). A minimum grade of 60% must be obtain for transfer credit.
- ✓ If you need to **cancel** this request, send notice to [transcripts@uwindsor.ca](mailto:transcripts@uwindsor.ca).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### 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](http://www.uwindsor.ca/fippa).