

LETTER OF PERMISSION APPLICATION

Payment of \$50 is required for every application 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/syllabus along with the completed Letter of Permission form to 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 to be Attended: _____

Address: _____ City/Province: _____

The course will be completed during: Fall Winter Spring Summer

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.

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.