

# Letter of Permission Request Form

Student Information:							
Last Name:			First Name:				
Student #:	A				Email:		
Street Address:				City/Town:			
Province/State:				Postal/Zip Code:			
Phone:				Graduation Date:	Spring 20	Fall 20	Winter 20
Current Program:				Current Major or Anticipated Major:			

Registration Information:				
Host Institution:				
Applying For:	Fall: 20__	Winter: 20__	Spring: 20__	Summer: 20__

Courses Applied For:			
Course Number	Course Title	Credit Value	SMU Equivalent

Student's Signature:		Date:	
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Undergraduate Students - Faculty Advising Office		Graduate Students – Faculty of Graduate Studies (FGSR)	
Approval Granted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Stamp:	
Representative Name:			
Representative Signature:			
Date Signed:			
Comments:			

Service Centre Use Only:			
Service Centre Staff:		Service Centre Stamp:	
Service Centre Signature:			
Date:			

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## **Instructions:**

1. Complete “Letter of Permission” request form.
2. Attach detailed course descriptions or course outlines of the courses you want to take. The description from an Academic Calendar will suffice.
3. Attach a letter stating why you wish to take the course at another institution, how the requested course fits into your academic program, and whether it has been determined that no other equivalent or suitable course is available at Saint Mary’s University.
4. Take form to your Faculty Advising Office for authorization.

## **Advising Offices:**

- **Arts:** McNally Main 214B – 902-420-5437 – [smarts@smu.ca](mailto:smarts@smu.ca)
  - **Sobey School of Business:** Sobey 252 – 902-491-6532 – [sobey.bcomm@smu.ca](mailto:sobey.bcomm@smu.ca)
  - **Science:** Atrium 301 – 902-420-5661 – [advisor.science@smu.ca](mailto:advisor.science@smu.ca)
  - **Faculty of Graduate Studies & Research:** Atrium 210 – 902-420-5089 – [fgsr@smu.ca](mailto:fgsr@smu.ca).
5. Return signed and completed form to the Service Centre, McNally Main 108 to be added to the system.
  6. Apply to the host institution as a visiting student with original Letter of Permission request form.
  7. Upon completion of the course(s) taken on this Letter of Permission, it is your responsibility to request a transcript be sent to Saint Mary’s University. If a transcript is not received within one year of the end of the term in which the course is approved to be taken, then it will be assumed that you did not enroll and the Letter of Permission will be cancelled.

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## **Note:**

- Letter of Permission request form does not guarantee admission to the host institution. You must comply with the application/registration process of that institution
- It is the student’s responsibility to pay tuition fees and related expenses to the host institution.
- All grades (including failing grades) for courses completed on Letter of Permission at Canadian universities will be recorded on the transcript and included in GPA calculations. Grades for courses taken outside Canada are recorded as TR and excluded from the GPA.