



REQUEST FOR LETTER OF PERMISSION TO TAKE COURSES ELSEWHERE

Requests should be submitted at least 6 – 8 weeks before registering elsewhere.
Eligibility requirements and student responsibilities are outlined on the second page of this form.
All requests for Letter of Permission submissions require a \$10 CAD processing fee.

Name:

UVic Student Number: V

Email Address:

Faculty:

Name of Visiting Institution:

Province/State:

Country:

Corresponding UVic term during which you will be attending this institution: Year:

Term:

Check any of the following that apply:

- ☐ I require a Letter of Permission from my home institution in order to register as a visiting student at the institution listed above. **NOTE: It will be your responsibility to provide the Letter of Permission to the visiting institution. If the visiting institution requires the Letter of Permission to be sent directly from UVic, please notify our office and provide us with the appropriate contact information to send the letter (email: adminadv@uvic.ca).*
- ☐ I am taking courses at this institution in order to receive transfer credit at UVic.
- ☐ I am aware the courses taken at this institution may not be eligible for transfer credit. Please issue an "Open Letter of Permission" (see p.2 for definition).

Request for Transfer Credit Evaluation:

List up to 5 courses to be evaluated for transfer credits. You are not obligated to register in all the courses listed, so feel free to list more courses than you intend to take so that you have options to choose from when registering at the visiting institution.

Please only provide the details (subject, course number, title) pertaining to the course listings at the visiting institution, not UVic.

NOTE: If the courses indicated are not listed in the [BC Transfer Guide](#), you are required to attach either .pdf copies of the course descriptions as listed in the institution's academic calendar, or URL links to the course descriptions from the institution's academic calendar.

	Subject Abbreviation:	Course Number:	Course Title:	Credits:
i.e.	PSYC	101	Introduction to Psychology	3.0
1				
2				
3				
4				
5				

- ☐ I confirm that I have added the \$10 CAD processing fee into my One Card Flex Account and provide authorization for the Academic Advising Centre to manually withdraw that payment from my account. For information on how to add funds into your One Card Flex Account please visit: <https://www.uvic.ca/onecard/manage-card/addfunds/index.php>
- ☐ I confirm that I have reviewed the information on the second page of this form and that I fully understand the regulations regarding credit for studies at another institution as well as the residency requirements of the University of Victoria.

Signature:

Date:

Once complete, please submit this .pdf form by email to advising@uvic.ca

Before taking courses at another institution, you must receive prior approval from the Associate Dean of Academic Advising for Humanities, Science, and Social Sciences in the form of a Letter of Permission. **This applies even if you do not intend to use the courses towards your UVic program.**

Receipt of a Letter of Permission does not register you in the courses listed. It is your responsibility to communicate directly with the visiting institution regarding all matters of admission, registration, course completion, and the request for official transcripts.

One Request for Letter of Permission form is applicable for 1 institution, 1 corresponding UVic Term, and up to 5 courses for Transfer Credit Evaluation. More than any of these maximums will require (an) additional form(s) and fee(s).

ELIGIBILITY REQUIREMENTS:

In order to receive a Letter of Permission, you must satisfy all of the following criteria:

- Admission to an Undergraduate, Certificate or Diploma Program within one of the faculties of Humanities, Science, or Social Sciences. *Note: If you are in a Certificate or Diploma Program you must [consult with an Academic Adviser](#) to review eligibility to count transfer credits within your program.*
- You must not be a “Non-Degree” seeking student.
- Registration in, or completion of, a minimum of 6.0 units of coursework at UVic.
- The attending term specified on this form must be a term corresponding to your term of entry at UVic or later.
- You must not be [Required to Withdraw](#) or potentially be Required to Withdraw from UVic during the term in which you have requested to take courses at the visiting institution.

Requests for Letter of Permission forms must normally be submitted 6 – 8 weeks before registering in the courses you intend to pursue at the visiting institution. **This request form will only be accepted before you commence studies at the visiting institution.**

APPLICATION OF TRANSFER CREDITS & RESIDENCY REQUIREMENTS

If you will be taking courses at an institution within BC (or Yukon College, or Athabasca University) you can use the [BC Transfer Guide](#) to view existing transfer credit evaluations. You are still required to submit a Request for Letter of Permission to take these courses.

Where no specific transfer credit equivalency exists, or when it cannot be established before taking the course(s), an “*Open Letter of Permission*” may be issued in order to facilitate registration at the visiting institution. In such cases, transfer credit for courses taken cannot be assured and will be assessed upon receipt of official transcripts (and often examples of coursework) from that institution. In a situation such as this it is important to retain the course syllabus and coursework from the course for potential evaluation.

Eligible courses taken at other institutions will receive transfer credit only (i.e. a unit value). Grades do not transfer to your UVic transcript, although they are used to determine your [UVic Academic Standing](#) (*Students can be put on Probation, or Required to Withdraw from UVic based on grades achieved at other institutions*) and they may be reviewed for any relevant program requirements. Grades for upper-level transfer credit courses (300/400-level) will not be included in your [UVic graduating GPA calculation](#).

If you have previously been assigned transfer credit, or if you are intending to accumulate additional transfer credit, please be aware that all UVic credentials have **residency requirements** and only a limited number of

transfer credit units may be applied towards each credential. For Bachelor's Degree Programs within the faculties of Humanities, Science, and Social Sciences, the UVic residency requirements normally include:

- Credit in a minimum of 60 units of university level courses numbered 100 and above, of which at least 30 units must normally be completed at UVic.
- Within the required 60 units of university level courses, at least 21 units of upper-level (300/400-level) coursework is required, of which 18 units must be completed at UVic.

Certain degree programs and categories (i.e. Honours, General, Minor) may specify unique residency requirements. Furthermore, if you are planning to take 300- or 400-level courses at another institution, [consult with an Academic Adviser](#) and review your program's specific residency requirements before submitting a Request for Letter of Permission.

Because of the delay in obtaining official transcripts, if you register at another institution during the Spring Term (January – April) of the Winter Session, you cannot apply to graduate in that year's Spring Convocation.

STUDENT RESPONSIBILITIES:

When selecting courses at another institution, it is your responsibility to review the UVic academic regulations, including [duplicate and mutually exclusive credit](#), as well as the Faculty and Department requirements specific to your program(s). For assistance in determining these requirements, please [meet with an Academic Adviser](#).

It is also your responsibility to ensure that the transfer credit assigned for courses taken at other institutions can be used towards your UVic degree and program requirements.

It is beneficial for all international students to verify with an International Student Adviser at UVic whether or not there are any limitations on taking courses at other institutions before submitting a request for letter of permission (icsinfo@uvic.ca). International students whose home country has a degree certification process (e.g. China), are advised to check if their home country has any considerations or restrictions on taking online courses.

You are obligated to provide UVic with an official transcript of all the courses you attempted at the visiting institution, regardless of whether you passed, failed, or withdrew. You must arrange to have the transcript sent by the visiting institution directly to UVic immediately upon all final grades being assigned. Failure to do so may lead to denial of transfer credit or other disciplinary action (see “[Failure to Disclose Courses taken elsewhere](#)” in the UVic Academic Calendar). Official transcripts should be mailed to:

Undergraduate Records
Office of the Registrar
University of Victoria
PO Box 3025 STN CSC
Victoria BC, Canada, V8W 3P2

If you do not undertake any studies at the institution you received a Letter of Permission for, you must promptly notify UVic Undergraduate Records (records@uvic.ca).