

It is possible to register in a course or courses at another approved post-secondary institution for credit towards your Kinesiology or Recreation and Health Education degree. To do this you need to obtain prior approval from the EPHE academic adviser in the form of a Letter of Permission (LOP). This letter is sent to UVic Records and to the university or college concerned and exempts you from the payment of a UVic credit transfer evaluation fee. You must still pay any fees levied by the college or university that you attend. A copy of the LOP is also placed in your EPHE student file.

You should note that there are [limits on the number of transfer credit courses](#) that you use in your UVic degree. At least 30 units of your degree must be completed at UVic and you must complete at least 18 units of your required 21 units of 300- and 400-level courses at UVic..

To be able to prepare an LOP for you the EPHE academic will need to know the following:

- your name and student number;
- the name of the institution that you wish to attend;
- the name and course number of the course(s) you wish to undertake;
- the name and the course numbers of the respective equivalent UVic course(s);
and
- the expected start and end dates of your registration in the external course(s).