

LETTER OF PERMISSION (LOP) TO UNDERTAKE STUDIES AT AN ALTERNATE INSTITUTION

Full Name:

Student Number: V0

Permission to take courses as listed below at:

Year:

Session:

Term:

Alternate Institution Course Name(s)	University of Victoria Equivalent Course(s)	Units	Excess to Degree? (yes/no)

 Signature of Director
 School of Health Information
 Science

Date

NOTES FOR STUDENTS

Transcripts

- You must arrange for an official transcript to be sent to UVic showing all courses – including completed, failed, withdrawn, and/or incomplete courses – **immediately upon all final grades being assigned**.
- In order to graduate official transcripts must be received by February 15th for Spring graduation and September 10th for Fall graduation.
- In order to be considered “official”, the transcript must be received in the Undergraduate Records office in an envelope sealed by the institution. An informational **HOLD** will remain on your record until a transcript is received.
- Official transcripts should be mailed to: Undergraduate Records, University of Victoria, PO Box 3025, STN CSC, Victoria BC V8W 3P2
- If studies are not undertaken, you must promptly notify [Undergraduate Records](#).

Transfer credit

- You are subject to the regulations of the University of Victoria governing academic standing and credit. Transfer credit is only awarded for courses completed successfully.
- If credit for any of the course(s) listed above, or their equivalent(s), has been previously obtained, no further credit will be granted.
- Grades are **not** transferred and will not affect your UVic GPA. Nonetheless, your grades from this institution will be used to calculate your UVic academic standing and may lead to be placed on probation or being required to withdraw.

Registration

- You must be registered as a “Visiting” student at the institution for which the LOP has been approved and not a degree seeking program.
- You cannot count courses completed elsewhere towards both a UVic degree and elsewhere degree.

Graduation

- Students completing their degree requirements at another institution during the second term of the Winter Session (January–April) are not eligible to graduate at the Spring convocation. Students must apply for a subsequent convocation (such as Fall or Spring of the next year).

Note: In order to qualify for a University of Victoria degree, students must satisfy the University residency requirement by completing a minimum of 30 units of credit at the University of Victoria.

International students:

- Please be aware your study permit may not allow you to attend another university. Please contact the International Student Services office if you have any questions – issinfo@uvic.ca.

