



Student Information:																				
Last Name:								First Name:												
Student ID:	A							Email:												
Program:								Major/ Anticipated Major:												
Graduation Date:	Fall	2	0			Winter	2	0			Spring	2	0			Summer	2	0		

Registration Information:																				
Host Institution:																				
Term:	Fall	2	0			Winter	2	0			Spring	2	0			Summer	2	0		

Courses Applied For:		Faculty Advising Office Use:	
Course Number	Course Title	Credit Value	SMU Equivalent

Student's Signature:		Date:	
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Faculty Advising Office Approval:	
Approval Granted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Representative Name:	
Representative Signature:	
Date Signed:	
Comments:	

Records Office:		
Name:		
Signature:		Date:

Letter of Permission Request Form

Instructions:

1. Complete “Letter of Permission” request form.
2. Attach a detailed course outline(s) of the course(s) you want to take.
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. Submit form to your Faculty Advising Office for authorization.

Advising Offices:

- **Arts:** BAadvising@smu.ca
 - **Sobey School of Business:** sobey.bcomm@smu.ca
 - **Science:** advisor.science@smu.ca
 - **Faculty of Graduate Studies & Research:** fgsr@smu.ca.
5. Approved forms will be sent to records@smu.ca for processing.
 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.

Please 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 (a minimum grade of C is required for courses taken at International Institutions).