

## **Letter of Permission Guidelines and Submission Process**

University of Calgary undergraduate students in good standing who wish to take courses at another post-secondary institution must obtain approval from their faculty prior to registering in a course.

### **Important Note For International Students**

All international students must meet with a Haskayne Program Specialist to discuss letter of permission suitability. Attending another post-secondary institution on a letter of permission may have unintended consequences, such as invalidating your current study permit for the University of Calgary, and possibly your ability to obtain a new one, as well as impacting your current work situation and your ability to obtain a post-graduation open work permit (PGWP) later.

### **Eligibility:**

Good academic standing in the Bachelor of Commerce program is required.

Only non-commerce options, up to a maximum of 15 units, are permitted to be completed on one or more letter of permission requests while in the Bachelor of Commerce program. **First year pre-requisite courses (ECON 201, ECON 203, MATH 249 or 265, Junior ENGL, STAT 213, STAT 217) and all business courses CANNOT be completed on a letter of permission.**

Repeat courses are not permitted on a letter of permission.

A maximum of one 3.0 unit course is permitted when completing a Haskayne co-op work term placement.

### **Pre-Approval Steps:**

1. Students are advised to conduct a University of Calgary course search for web-based course offerings before submitting a letter of permission request.
2. Students must first consult the [UCalgary Transfer Credit Search Tool](#) if they plan to attend an institution within Canada to confirm course transferability. Detailed course outlines may be required to determine course transferability from institutions outside of Canada.
3. Students must consult with a Haskayne program specialist prior to submitting their letter of permission request. Inquiries can be sent to [undergraduate@haskayne.ucalgary.ca](mailto:undergraduate@haskayne.ucalgary.ca). **International students must also consult with an International Student Specialist from International Student Services (ISS) at [issimmigration@ucalgary.ca](mailto:issimmigration@ucalgary.ca) prior to submitting their letter of permission request, and provide written confirmation to [undergraduate@haskayne.ucalgary.ca](mailto:undergraduate@haskayne.ucalgary.ca).**
4. Students enrolled in a combined degree, minor, or embedded certificate program may be required to provide detailed course outlines to determine course transferability.

### **Submitting a Letter of Permission Request:**

1. Submit the letter of permission request via the Student Centre at least two weeks in advance of the approval being required. There is a non-refundable fee of \$25.00 for each request. **International students attending an in-person post-secondary institution on a letter of**

permission must submit their request 6 months or more in advance of the intended term start date to allow time to obtain a new study permit for the intended institution.

2. Faculty approval is required prior to registering at the selected institution.
3. Courses must be started in the term for which the letter of permission has been granted.
4. Students are required to send a final official transcript to the University of Calgary's Registrar's Office for transfer credit to be granted. A final transcript is required any time a course is attempted at another institution, even if a successful grade is not obtained.
5. A letter of permission request that falls within a student's final year of their program can impact or delay graduation. Please contact a program specialist for further details.
6. Students are encouraged to notify our office if they do not end up taking courses elsewhere.