

# Applying for a Letter of Permission in the Faculty of Arts and Science

## Introduction

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:HOFRPH WR WKH )DFXOW\ RI \$UWV DQG 6FLHQFHgudg applying HUQDWL  
for a Letter of Permission (LOP) !

# Terms and Acronyms

Below is a list of terms and acronyms that are important for understanding this document.

Term/Acronym	Definitions
FAS	Faculty of Arts and Science. Deals with domestic applications.
IPO	International Letter of Permission for Applications.
LOP	Letter of Permission.
ILOP	International Letter of Permission – it is simply a way for the IPO to indicate that the LOP in question is international.
Domestic	LOPs for courses at host universities within Canada.
International	LOP for courses at host universities outside of Canada. Courses that take LOPs are considered international.
Host	The university or institution in which you have applied for your LOP.
UNSP	University Number for Student Plan. e.g. 8163 816 DQ XQVSHFL4HG FRXUVH WKDW LV DW W
UNS	University Number for Student Plan. e.g., ECON3UNS DQ XQVSHFL4HG (& 21 FRXUVH WKDW LV DW W
<u>HIST</u> : LEC, SEM <u>PSYC</u> CLN, DEV, COG, SOC, BHN <u>GPHY</u> : HUM, PHY, REG, TEC	These are mainly used in HIST, PSYC and GPHY Plans. If you are not in a Plan that requires these categories, they are not required. e.g., PSYC 262 & 360 -> PSYC_Soial in PSYC Honours degrees.

# New Regulations – : K D W V & K D Q J H G "

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As of June \$FDGHPLF 5HJXODWLRQ DQG JHQHUDO SROLFLHV UHJI changed.

For an list of eligibility requirements and policies, please visit the [previously linked landing pages](#) as well as the [\\$FDGHPLF 5HJXODWLRQ DQG](#)

The main changes to note are as follows :

1. Students may take a maximum of X Q of independent Study Abroad and Letter of

# Institution and Course Eligibility

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## Institutions

There are certain criteria that need to be met for an institution to be eligible for us to allow a student to take courses there on a LOP. Courses on a LOP must be taken at an accredited academic institution approved by FAS (domestic LOPs) or th (m)1 (e)-9.241 0 Td ngsOc 0 Tw 22.543 0 ( )T9a(d)-0





# Letter of Permission Guide

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## Overview

This Letter of Permission guide will cover the instructions for both domestic and international LOP applications. A note will be made any time that an instruction differs between the two.

Here is a brief overview of the steps involved in creating a LOP application on SOLUS:

1. [Navigate to the Transfer Credit application page on SOLUS.](#)
2. [Create a new application.](#)
3. [Fill out your request type and academic information.](#)
4. [Indicate the institution where you intend to take your course\(s\) at.](#)
5. [Fill out information pertaining to the course\(s\) you plan on taking.](#)
6. [Review course equivalency results and rulings.](#)
7. [Submit and pay for your application.](#)
8. [Wait for a decision on your application.](#)
9. [Register with the host institution.](#)
10. [+DYH \RXU R\]FLDO WUDQVFULSW VHQRWURXV\ XSRQ FRPSOHWL](#)

(DFK VWHS LQ WKH DERYH RYHUYLHZ LV FOLFNDEOH DQG ZLOO OHIW you to navigate steps by using the lefthand navigator on Adobe Acrobat .

Domestic and international LOPs DUH QRW GL•HUHQWLDWHG RQ WKH DSSOLHU'S 62/86 ERWK @ÜeH WR EH UHTXHVWHG DV D /HWWHU RI 3HUPLV





### 3. Fill out your request type and academic information

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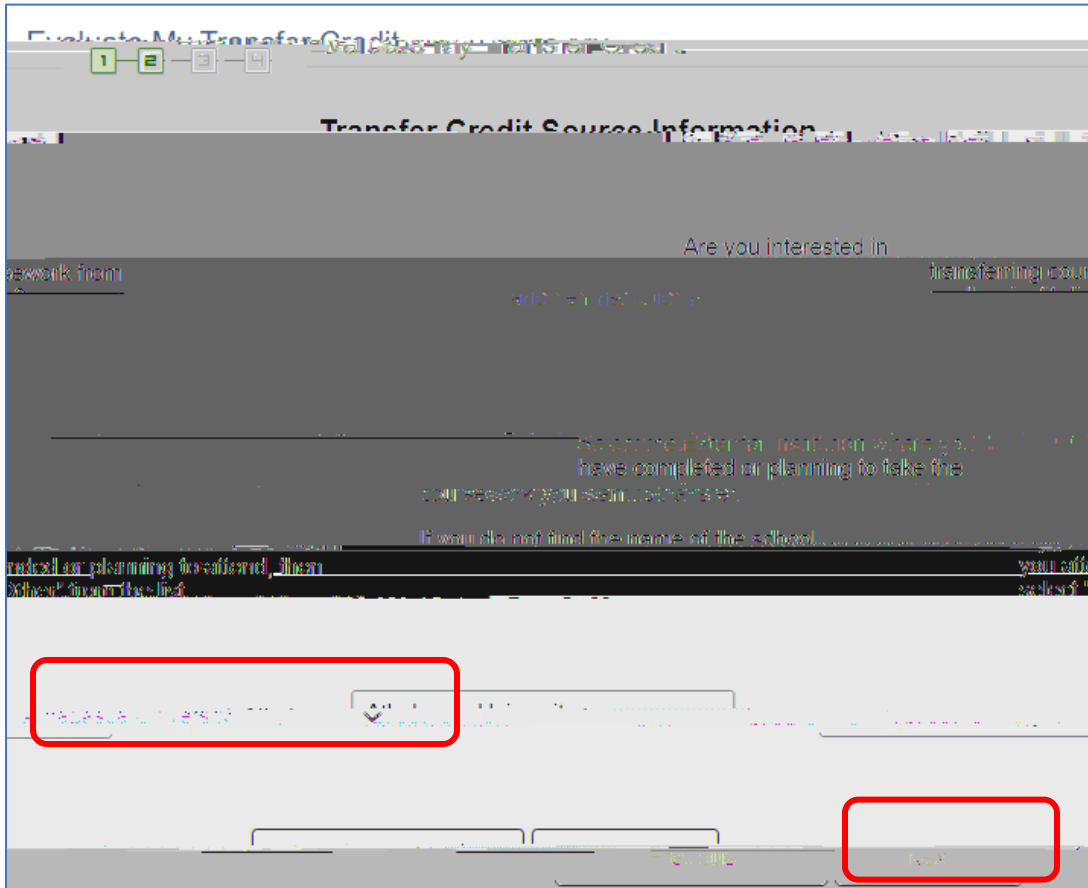
On the 'Transfer Credit Model' - Q I R U P D W L Request 'SHDW HW RI 3 H U P Request Type X Q G H U and complete the rest of the page by using the dropdown menus.

What you input for \$ F D G H P L F 7 H U P the term on which you plan to begin the course(s) and not the current term.

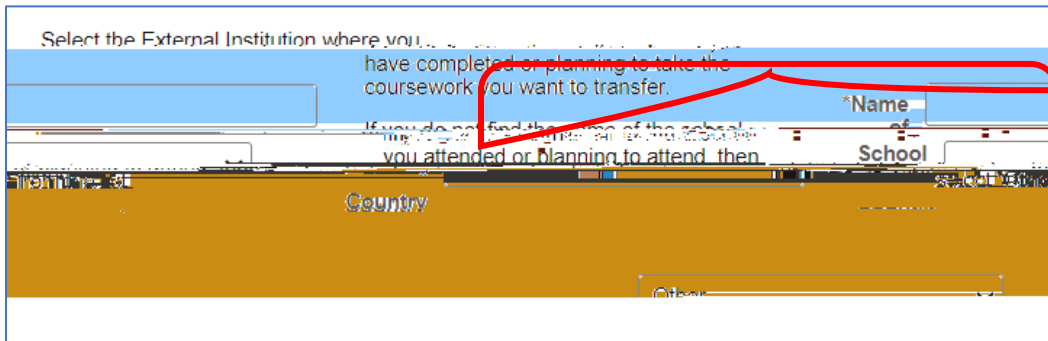
Once \ R X K D Y H 4 O O H G R X W H D F K H G H R W G R Z Q W P I D B ' Transfer Credit Source Information S D J H

Indicate the institution where you intend to take your course(s) at

On the 'Transfer Credit Source – Q I R U P D W E R S C' page, select the name of the institution where you will be taking course(s) using the dropdown menu.



– I \ R X G R Q W V H H \ R X U V F K R R O O L V W D I C G W 4 C H U R X W O M D W H X C D D B D institution and the country it is located in.



Once you have chosen or typed the institution you wish to request, s H O H F W 1 H [ W W R P R Y H R ( G X F D W L R Q ' D W D S D J H

Fill out information pertaining to the course(s) you plan on taking

Make sure to read through all the information on WKH (GXFDWL Page. HDW B where you will enter the course(s) you would like to take. You will need to 4OO RXW HD Similar to the example photo below.

- x Year: Enter the four - GLJLW \HDU WKDW WKH FRXUVH LV EyeLacInR•HUHG
- x Term Type 6HOHFW HLWKHU 6HPHVWHU RU )XOO <HDU E\ XVLQJ
- x External Term: Select either Fall, Winter, Spring, or Summer by using the dropdown menu
- x Subject : Select a subf n24Tj EMC /: S469( f-.3 (r)-10 om)1.1 (m)-9.8 ( the)-9.2 ( d)-0.7 (r)098 (o)-9.7 (p)-08

x 1609546(0)09.7 (Nb087J3406(0)0518(1)20(1)2(e)S469( f-.3 (r)-10 om)1.1 (m)-9.8 ( the)-9.2 ( d)-0.7 (r)098 (o)-9.7 (p)-08  
ψ 1-5351H1.359 Td[ <0046>-7.3 <0052>-9.7 <008<0055>0.8 <0056>-6.2 <0048>-9.2 <0003>-5.9 <00CF>-2 <00510098>35 <



## Review course equivalency results and rulings

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Review WKH 4XHHQ V FRXU results to each cycle of courses and the explanations provided on WKH 7UDQVIHU & page 6 of 11, 5 Hour Courses can come back as one of WKUHH UXOHV \$FFHSWHG 1R 5XOH RU 5HMHFWHG :

Accepted : The course has recently been evaluated and that there is an internal equivalency in place.

- x This does not mean you have been approved to take this course.
- x Once your application is submitted, your eligibility to take this course will be reviewed.

No Rule : The course has not been previously assessed for transfer.

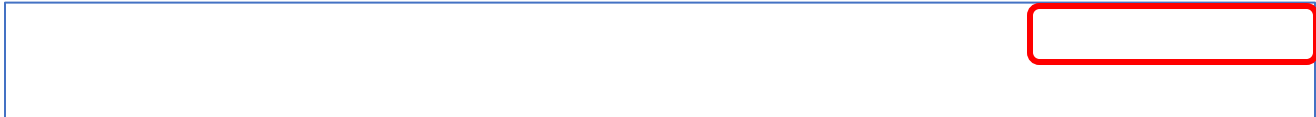
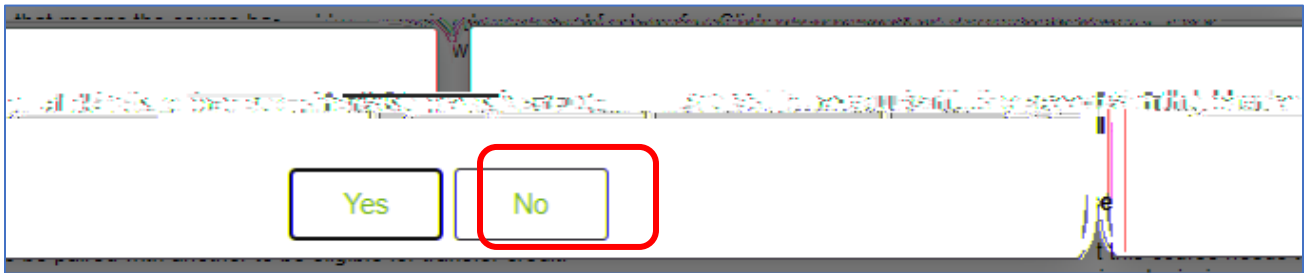
- x Once your application is submitted, the appropriate department will review the course information you provided to determine D 4 X H H Q course equivalency.

Rejected : There are three reasons that a course will show as rejected. In some cases, you may still submit a course for assessment :

- x Transfer Credit Denied

## 7. Submit and pay for your application

7 R 4QLVK VXEP LWPDLSSJOLFXDWLRQ VHOHFwthe6 XEDLQW IDIQG& JDHGLWV 5  
page DQG WKHQ <HV-upRQ WKH SRS

A screenshot of a web form with a large empty rectangular box. A smaller red rectangular box highlights a specific area in the top right corner of the main box.

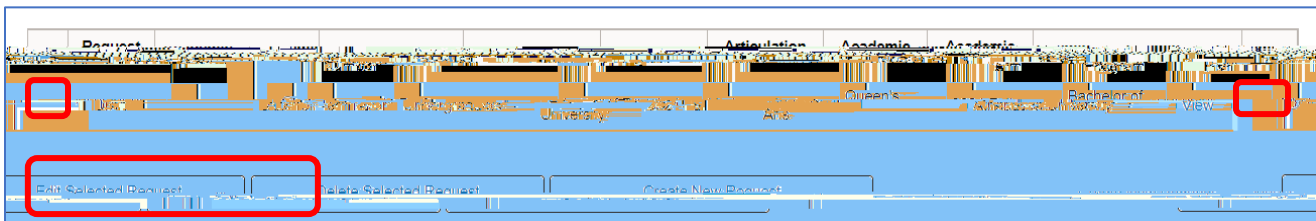
Once you have submitted your application fee , you will be emailed a receipt of your payment to  
\RXU 4XHHQ V HP.DLO DFFRXQW

## 8. Wait for a decision on your application

Now that your part of the application process has been completed, you will need to wait for a  
decision on your application. This can take up to 4 weeks, or longer during peak times . Please  
EH VXUH WR PRQLWRU \RXU 4XHHQ V HPDLO DFFRXQW IRU DQ\ DXW

In some cases, your application may be assigned back to you with requests for more information –  
this usually happens when a course description instead of a full course outline is provided as a  
URL and/or attachment. 7 R HGLW \RXU DSSOLFDWLRQ JR EDFN WR (YDOXD\  
SOLUS, selectthe circular checkbox on the left of the reassigned application and select 'Edit  
6HOHFWHG 5HTXHVV

2QFH \RXU /23 LV UH DG\ aRwatedCentrallfingyouknow you can go back into  
(YDOXDWH 0\ 7UDQVIHUandViewDownloadQyouapproved LOP E\ VHOHFWLQJ 9L  
on the right of the application that was just approved .





# Frequently Asked Questions

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## Submission Stage

**I am submitting a LOP for the first time. Can I request more than 6.0 units of courses on a LOP without an Academic Petition?**

Yes, but we will make a note on your application that you may only enroll in 2 courses units . You will be allowed to transfer back up to **X Q L W V Z R U W K R I F R X U V H V**

**I have submitted LOP transfer credits in the past and exceed the 6.0 -unit limit. Can I take another 6.0 units on a LOP?**

No, you will not be able to take any further courses on an LOP (unless you have successfully petitioned to exceed the limit.)

**If I already have exceeded the 6.0 -unit limit of LOP transfer credits in the past, will they still be valid?**

Yes! Your credits that have already been transferred will not be altered or removed .

**What kinds of courses can I take on a LOP?**

**\$ Q \ F R X U V H W K D W L V Z L W K L Q W K H V F R S H R I ) \$ 6 F R X U V H V K H U H**  
LOP. This includes the courses that FAS students can take at the Smith School of Business.

Please note that departments assess courses based on their subject matter expertise and they may not necessarily be evaluated as direct equivalents to **\ R X U V S H F L 4 F G H J U H H S O D Q** requirements , so we suggest that you wait for your LOP to be issued before registering .

For an overview of eligibility, please visit the previous “ [Institution and Course Eligibility](#) ” section of this document.

**I have a sanction/hold on my account. Can I still apply for a LOP?**

This depends on the type of hold on your account. **0 R V W K R O G V D U H Y O N A E X W L**  
**4 Q D Q F I L D O** your account or are Requirement to Withdraw, we will unfortunately have to deny your application.

**I am graduating in the Spring but want to take a course on an LOP as a non- degree post - degree student. Is this possible?**

No. Only degree students (excluding dual degree and second degree students) are eligible for LOPs. You are simply free to take courses elsewhere as a post -degree student outside of **4 X H H Q V**



I am applying for a LOP as part of the KGU Cross-Cultural Program, the ORA Summer Language Program, and/or the OBW Summer Language Program. Are the instructions different for these programs?

While the instructions will be the same for all of the programs, there are some differences in the requirements for each program. Please refer to the instructions for each program to see what you need to follow.

There are Pass/Fail courses that I am interested in where the institution does provide us with an official transcript after. Can I still apply for a LOP?

Yes, you can still apply for a LOP. However, you must provide a transcript from the institution where you took the course. If the institution does not provide a transcript, you will need to provide a letter from the institution stating that you passed the course.

## Transcript Stage

### Can I submit my own official transcript?

1R :H PXVW UHFHLYH \RXU R]FLDO WUDQVFULS Wredly WokHU E\ SKV  
the host university. If the host university uses a third -party service like MyCreds or Transcript ,  
WKLV LV 4QH DV ZHOO 'L as in Do as Do, process your transfer credits  
faster . If you need to send it by physical mail, please make sure you send it to the mailing  
address outlined in [VWHS RI MyStep Guide 5](#) above.