



Letters of Permission are granted to full-time students at the discretion of the Algoma University Registrar and evaluated on an individual basis. Permission will not normally be issued unless the student is in good academic standing. All requests for LOP must be supported with rationale and the host institution’s course(s) description. If the LOP is approved, it is the student’s responsibility to ensure that the official transcript from the host institution is forwarded to the Office of the Registrar at Algoma University. All courses successfully completed by Letter of Permission (minimum grade of 60%) will be included on the student’s academic record but not in the term or cumulative average. This form will not be processed until the fee of \$25 (non-refundable) is paid.

NAME: \_\_\_\_\_ STUDENT NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DEGREE PROGRAM: \_\_\_\_\_

PHONE: \_\_\_\_\_ CURRENT OR LAST SESSION ATTENDED: \_\_\_\_\_

PREVIOUS SURNAME: \_\_\_\_\_ HOST INSTITUTION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOST INSTITUTION COURSE NO.	CR	HOST INSTITUTION COURSE TITLE	AU EQUIVALENT	CR

SESSION 20\_\_\_\_\_  MAY-AUGUST  SEPTEMBER-DECEMBER  JANUARY-APRIL  SEPTEMBER-APRIL

Reason for requesting the course:	
Student Signature: _____	Date: _____

Approved by Registrar  Denied by Registrar

**OFFICE USE ONLY**

FINANCE: AMOUNT PAID: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ RECEIPT TO: \_\_\_\_\_ INITIALS \_\_\_\_\_