



LETTER OF PERMISSION Application Form

Office of the Registrar

STUDENT INFORMATION				
Name	GENERAL LETTER OF PERMISSION (LOP) REGULATIONS: <ul style="list-style-type: none"> • Application fee: \$25 per session • Allow a minimum of 10 working days to process • Application will not be processed without payment. <i>Regulations Pertaining to an application for a Letter of Permission information is available online at www.algomau.ca/registrar, under "Application and Request Forms"</i>			
Street				
City				Postal Code
Province				Telephone
Student Number				
Email	Accumulated/Earned University Credits to date (TRANSFER CREDITS EXCLUDED):			
Degree or certificate sought:	Majors:	Overall Average:		
HOST INSTITUTION INFORMATION				
Host Institution:				
Institution Address 1:		Address 2:		
Is this a correspondence or distance education course? <input type="checkbox"/> Yes <input type="checkbox"/> No		Postal Code	Province/Country	
COURSE INFORMATION				
A photocopy of the course descriptions must accompany this application.				
Host Institution Course Number	Host Institution Course Title	Credit Value	Algoma Course Equivalent	
<i>If you require examination proctoring services for your exam please contact the Office of the Registrar. Fee is \$50 per exam.</i>				

Spring Term
 Fall Term
 Winter Term

REASON FOR REQUESTING LOP

Approved by Registrar
 Denied by Registrar

I have read the Regulations pertaining to the issuing of a Letter of Permission as outlined on the second page of this application.

Signature: _____ Date _____

PAYMENT INFORMATION	
Method of Payment	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit Card <input type="checkbox"/> Credit Card
Credit Card No.	
Signature of Card Holder	Date(MM/DD/YY):

