



## LETTER OF PERMISSION REQUEST

### STEP 1:

A Letter of Permission (LOP) is required by a UBCO student **prior to beginning studies** outside UBC Okanagan (ie. at a college, or another university).

Date:

Student Name:	Student Number:
Email Address:	Phone Number:
Intended or declared Major(s):	Date you intend to begin the course:
Name of Institution offering the course you want to take:	
Reason for request :	

Student Signature: \_\_\_\_\_

### STEP 2: Complete visiting institution course information and submit LOP to Academic Advisor to fill in UBC transfer credit.

Visiting Institution Course			FOR OFFICE USE ONLY		
Subject Code (e.g. ENGL)	Course #	Credits	Course that UBC will give for transfer credit	Credit	Source
For Office Use Only			Academic Advisor		

### STEP 3: Drop off the completed form to Academic Advising, UNC 207, or submit via email - [advising.ubco@ubc.ca](mailto:advising.ubco@ubc.ca)

After completing the approved courses at and visiting institution, students must have an official transcript mailed directly to UBC Okanagan Enrolment Services by the issuing institution.

UBC Okanagan, Enrolment Services UNC 322, 3333 University Way Kelowna, BC V1V 1V7