



## Request for Letter of Permission

Student ID # 

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Current students intending to register for a course at another post-secondary institution and transfer the credits to St. Mary's University must complete this request for a letter of permission and bring it to an academic advisor for approval. Students must be in good academic standing and **not** in their final semester at St. Mary's. Final approval rests with the Registrar.

First Name		Last Name			
Email		Phone			
Program of Study		Credits Completed		Cumulative GPA	
<b>External Institution Information</b>					
Name					
Street Address			City	Prov	Postal Code
<b>External Course(s) Information</b>					
Term <input type="radio"/> Fall <input type="radio"/> Winter <input type="radio"/> Spring <input type="radio"/> Summer			Year		
Course Code	Course Name			Credits	STMU Equivalent
Course Code	Course Name			Credits	STMU Equivalent
What is your reason for taking the course(s) at another institution?					

### Declaration

I understand that my request is subject to the following conditions:

- Normally a student is not permitted to take a course at another institution if the course is offered at St. Mary's.
- A *Letter of Permission* is not an option in your last semester of study.
- Courses must be approved and accepted by an advisor prior to submitting this form.
- The student cannot substitute another course, institution or session from what is approved.
- The student is responsible for ordering an official transcript from the external institution immediately after completing the above course if the institution is not a participating member of Apply Alberta.
- A minimum grade of C- is required to obtain transfer credit for the course and a minimum grade of C- is needed in order to use the course as a prerequisite.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Office Use:

Advisor Comments		
Approved <input type="radio"/> Yes <input type="radio"/> No	Advisor Signature	
Approved <input type="radio"/> Yes <input type="radio"/> No	Registrar's Signature	Date

### Privacy Statement:

The personal information collected on this form will be used for the purpose of providing services to students and determining eligibility for permission to take courses elsewhere. The information is collected, used, disclosed and protected in accordance with Alberta's Personal Information Protection Act and St. Mary's University's Privacy Policy. If you have any questions about the collection and use of this information, contact the Privacy Officer at 403.254-3132 or [privacy@stmu.ab.ca](mailto:privacy@stmu.ab.ca).