



## Letter of Permission Process

All University of Calgary students taking courses at another institution ***must*** apply, and be approved for a Letter of Permission (LoP) to study and register in courses at another institution. For each term we have deadlines for LoP submissions as follows:

<i>Deadlines &amp; Timelines</i>	
<b>Fall</b> non-Education terms:	
<b>Must submit by: June 15<sup>th</sup></b>	UPE Response by: July 1 <sup>st</sup>
If changes required, email <a href="mailto:upe@ucalgary.ca">upe@ucalgary.ca</a>	
<b>Winter</b> non-Education terms:	
<b>Must submit by: October 15<sup>th</sup></b>	UPE Response by: November 1 <sup>st</sup>
If changes required, email <a href="mailto:upe@ucalgary.ca">upe@ucalgary.ca</a>	
<b>Spring and/or Summer</b> non-Education terms:	
<b>Must submit by: February 15<sup>th</sup></b>	UPE Response by: March 1 <sup>st</sup>
If changes required, email <a href="mailto:upe@ucalgary.ca">upe@ucalgary.ca</a>	

**Note:** *If you are unable to submit your LoP prior to the deadlines above, please contact [upe@ucalgary.ca](mailto:upe@ucalgary.ca)*

### Transcripts

Transcripts for all LoP courses taken in the past academic year (Spring – Winter semesters) must be received to university admissions by: **August 1<sup>st</sup> each year**

### Students should note that:

1. Grades achieved on Letter of Permission courses count towards academic standing GPA, withdrawal limitations, and other Student Academic Standing reviews. Please refer to [Werklund Calendar Regulation 3.3](#);
2. Without transcripts, credit will not be posted. Students are responsible for ensuring that transcripts are submitted to Admissions for credit processing. Admissions' address is:  
**Admissions and Recruitment**  
**Hunter Student Commons 2<sup>nd</sup> floor**  
**University of Calgary**  
**2500 University Dr NW**  
**Calgary, AB, T2N 1N4**
3. Students who have not submitted any transcripts by August 1<sup>st</sup> preceding their final year of 500-level courses will be blocked from enrolling in said classes, due to the regulation that all other coursework must be completed prior to the final year.
4. ***It's important never to delete/cancel an LOP once submitted, as this cannot be changed.***

*For Steps on the LoP Application Process – SEE NEXT PAGE ->*

**TAKING COURSES OUTSIDE OF UCALGARY THROUGH LETTER OF PERMISSION:**



# UNIVERSITY OF CALGARY

First, it is strongly recommended to review your Academic Requirements, and discuss your LoP course plans with your program advisors ([upec@ucalgary.ca](mailto:upec@ucalgary.ca)) prior to submitting your LoP for review, as editing functions are limited. *On-Campus (non-Community-based students) must email for LoP approval prior to submission.*

## Submitting a Letter of Permission via MyUofC

1. Log into MyUofC:

**Central Authentication Service**

UNIVERSITY OF CALGARY

IT Username

Password

Sign In

Register an IT Account | Forgot password? | Account FAQs | Contact IT Support

2. Go to your Student Centre and select 'Letter of Permission' under the 'Program and Advising Info' section:

Academic Load: Full-Time

My Current Program Information

Credit Certificate      Year of Program: 1  
Program

Post Bachelor's Certificate (Degree Stream)  
Educational Research (Area of Study)  
Interdisciplinary Studies (Specialization)

Academic Requirements      Important Forms and Documents

Awards      Thesis Guidelines  
Change of Program      What-If Advisement Request  
Confirmation of Registration      Letter of Permission  
GPA Calculator      Grad Degree Completion Letter

Schedule Builder  
Course Search  
Apply for Graduation  
Convocation Status

Advising Help

Cumming School of Medicine      Faculty of Nursing, Qatar  
Enrolment Services      Faculty of Science  
Faculty Environmental Design      Faculty of Social Work  
Faculty of Arts      Faculty of Veterinary Medicine  
Faculty of Graduate Studies      Haskayne School of Business  
Faculty of Kinesiology      Schulich School of Engineering

Home  
My Application  
Alumni Home  
Personal Info  
Exams and Grades  
Program and Advising Info

3. From the Letter of Permission page, select the term for which you are planning to take courses at another institution:



# UNIVERSITY OF CALGARY

## Letter of Permission

A Letter of Permission is required to enable you to take a limited number of courses at another university or college while working toward a program at the U. of C.

### Application Status

You do not currently have any Letter of Permission applications available to view.

### Apply

To apply for a Letter of Permission, click on the term below.

- Fall 2020
- Winter 2021
- Spring 2021
- Summer 2021
- Fall 2021
- Winter 2022
- Spring 2022
- Summer 2022
- Fall 2022
- Winter 2023



**TIP: Choose the term that matches with start date of your course(s).**

**Start Date of Course**  
 September – December = Fall Term  
 Jan – April = Winter Term  
 May - June = Spring Term  
 July - August = Summer Term

4. Click the disclaimer of 'I have read the above information' after reviewing the 'important information' section, as well as this Guide, and the other information on the 'Letter of Permission' tab on your program site. Then use the red 'select' buttons to fill in the required information for the Letter of Permission application. You must select & search for the name of the institution you are attending (the address should automatically populate), Country, Province, and the 'Reason for Request'.

I have read the above information.

### Host institution you wish to attend

Please select the host institution that you plan to attend by clicking on the 'click here to select an institution' button below.

Host Institution: click here to select an institution  
 Athabasca University

Country: click here to select a country Canada

Address 1:

Address 2:

Address 3:

Address 4:

City:

Province / State: click here to select a province / state Alberta

Postal:

### Reason for Request

Please select why you are submitting this application by choosing an item from the drop-down list below. If you are not able to find a reason from the drop-down list and then type it in manually in the 'Specify if [OTHER] Reason' field below when it appears.

Reason for Request:  ▼



# UNIVERSITY OF CALGARY

- Click on "Select Course Name" and search for the course name (e.g PSYC) by code, then under "Select Course number", search for the course code from the university you are taking it from (e.g. 210). Finally, add the start/end month for *all* of the courses you are planning on taking at that institution for that term (as per the Tip info on step 3). We recommend submitting the courses you plan to take (plus a backup course or two, if needed)

### Course(s) you intend to take at the host institution

Please enter details in the table below for course(s) that you intend to complete at the host institution.

To enter 'Course Name' details, click on the 'select course name' button to choose from a list of defined values. If you are not able to find the course name that you are interested in, please type manually to the right of the 'select course name' button.

To enter 'Course Number' details, click on the 'select course number' button to choose from a list of defined values for the 'Course Name' entered. If you are not able to find the course number you are interested in, please type it in manually to the right of the 'select course number' button.

I give permission to the University of Calgary to request transcripts from ApplyAlberta partner institutions.

### Course(s) you intend to take at the host institution

	Course Name	Course Number	From Month	To Month
1	<input type="text" value="PSYC"/>	<input type="text" value="210"/>	2022-01	2022-04
2	<input type="text" value="ARHI"/>	<input type="text" value="202"/>	2022-01	2022-04
3	<input type="text" value="ENGL"/>	<input type="text" value="212"/>	2022-01	2022-04
4	<input type="text" value="NUTR"/>	<input type="text" value="331"/>	2022-01	2022-04
5	<input type="text" value="HIST"/>	<input type="text" value="368"/>	2022-01	2022-04
6	<input type="text" value="MATH"/>	<input type="text" value="270"/>	2022-01	2022-04
7	<input type="text"/>	<input type="text"/>		
8	<input type="text"/>	<input type="text"/>		
9	<input type="text"/>	<input type="text"/>		
10	<input type="text"/>	<input type="text"/>		

**TIP: Allow the course details to auto-populate so that it shows up correctly! Remember that you are entering the name & number of the course(s) according to what they are called at the other institution (Not their UofC equivalent).**

- Review the information, and if everything looks correct, click the 'Submit' button to send to your Advisors for review. Click 'Previous' if you wish to make any changes to your application before submission.

## 2. Confirm Intentions



### Request for Winter 2022

Host Institution: Athabasca University

1 University Dr  
Athabasca AB T9S 3A3

Reason for Request: This institution is closer to where I live

### Course(s) you intend to take at the host institution

Course Name	Course Number	Course Description	From Month	To Month
PSYC	210	PSYC 210	2022-01	2022-04
ARHI	202	ARHI 202	2022-01	2022-04
ENGL	212	ENGL 212	2022-01	2022-04
NUTR	331	NUTR 331	2022-01	2022-04
HIST	368	HIST 368	2022-01	2022-04
MATH	270	MATH 270	2022-01	2022-04

To complete this process, click the 'SUBMIT' button below. Then please wait until this processing is completed for confirmation that your request for a Letter of Permission has been submitted successfully.

CANCEL

PREVIOUS

SUBMIT

Advisors will review your LoP and contact you to let you know if it has been approved, denied, or if it needs any changes. Again, you can check on the status of your Letter of Permission request anytime by going to the initial Letter of Permission start page. You do not need to send your official transcripts upon completion of each course, but you should inform your Advisors if you have dropped any courses on



**UNIVERSITY OF  
CALGARY**

your Letter of Permission, or need to request any changes or edits to your LoP (as any edits must be done manually by the advising team). **NOTE: Never cancel/delete an LoP.**

Reminder – official transcripts from Spring-Winter studies each year, must be sent to arrive to university admissions by **August 1<sup>st</sup> annually**, so that advisors have an update on LoP courses in-progress or completed over the past year.