

Letter of Permission Guide

All University of Calgary students wishing to take courses at another institution **must have an approved** Letter of Permission (LoP) in advance of registering at the other institution. Students may wish to consult our [Non-Education Course Suggestions](#) for recommendations.

For each term we have deadlines for LoP submissions as follows:

<i>Deadlines & Timelines</i>	
Fall non-education terms:	
Must submit by: June 15th	UPE Response by: July 1 st
If changes required, email upe@ucalgary.ca	
Winter non-education terms:	
Must submit by: October 15th	UPE Response by: November 1 st
If changes required, email upe@ucalgary.ca	
Spring and/or Summer non-education terms:	
Must submit by: February 28th	UPE Response by: March 15 th
If changes required, email upe@ucalgary.ca	

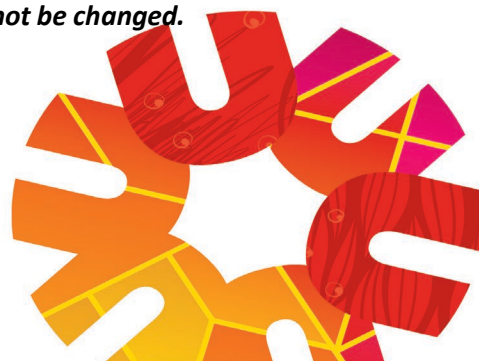
Transcripts

[Official Transcripts](#) for all courses taken in the past academic year (Spring/Summer/Fall/Winter semesters) must be received to University of Calgary Admissions by: **August 1st each year**

Students should note that:

1. Grades achieved on LoP courses count towards academic standing GPA, withdrawal limitations, and other Academic Review regulations. Please refer to [Werklund Calendar Regulation 3.3](#);
2. Students are responsible for ensuring that official transcripts are submitted to Admissions for transfer credit processing. Official transcripts can be sent to transcri@ucalgary.ca or mailed to:
Admissions and Recruitment
Hunter Student Commons 2nd floor
University of Calgary
2500 University Dr NW
Calgary, AB, T2N 1N4
3. Students who have not submitted an official transcript for each institution for which they have an approved LoP by August 1st, will be **blocked from enrolling** in future EDUC classes.
4. Once you have submitted your transcript, we encourage you to check back after a couple weeks to see if your transfer credit has been posted, and if not, email upe@ucalgary.ca
5. **Do not delete or cancel your LOP once submitted, as this cannot be changed.**

*It is strongly recommended that each student reviews their [Academic Requirements Report](#) and discusses their Letter of Permission course plans with a Werklund advisor (upe@ucalgary.ca) prior to submitting their LoP request, as editing functions are limited. *On-campus students must email for approval prior to submission.*



Submitting a Letter of Permission

Log into my.ualgary.ca:



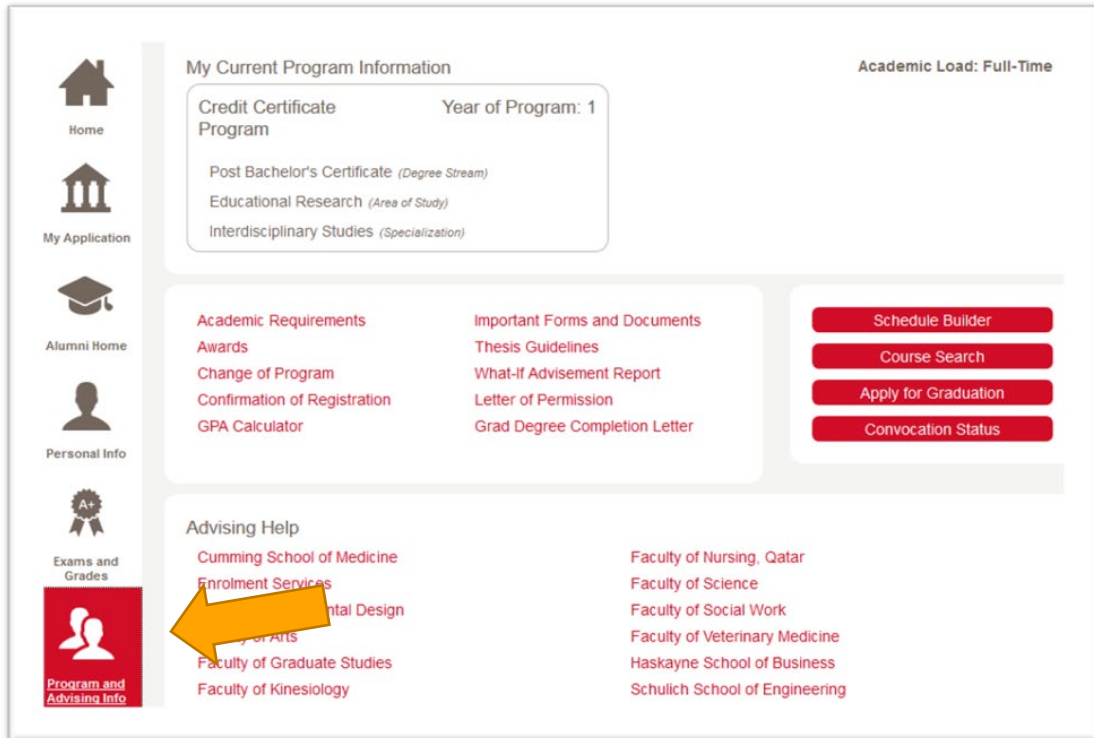
Central Authentication Service

IT Username
Password

Sign In

[Register an IT Account](#) | [Forgot password?](#) | [Account FAQs](#) | [Contact IT Support](#)

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



The screenshot shows the Student Centre dashboard. On the left is a navigation menu with icons for Home, My Application, Alumni Home, Personal Info, Exams and Grades, and Program and Advising Info. The main content area is titled 'My Current Program Information' and shows 'Credit Certificate Program' and 'Year of Program: 1'. Below this are sections for 'Academic Requirements', 'Important Forms and Documents', 'Advising Help', and 'Schedule Builder'. A yellow arrow points to the 'Letter of Permission' link in the 'Important Forms and Documents' section.

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

[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 the link for an appropriate 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 closely 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

Submitting a Letter of Permission

Read and 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:

1 University Dr

Address 2:

Address 3:

Address 4:

City:

Athabasca

Province / State:

[click here to select a province / state](#)

Alberta

Postal:

T9S 3A3

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:

This institution is closer to where I live

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).

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	select course name PSYC	select course number 210	2022-01	2022-04
2	select course name ARHI	select course number 202	2022-01	2022-04
3	select course name ENGL	select course number 212	2022-01	2022-04
4	select course name NUTR	select course number 331	2022-01	2022-04
5	select course name HIST	select course number 368	2022-01	2022-04
6	select course name MATH	select course number 270	2022-01	2022-04
7	select course name	select course number		
8	select course name	select course number		
9	select course name	select course number		
10	select course name	select course number		

Submitting a Letter of Permission

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 1 2 3

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 within the timeline specified on p. 1, and contact you to let you know if it has been approved, denied, or if it needs any changes. If you require more urgent approval of your Letter of Permission, please email upe@ucalgary.ca to let us know as we do not get notification when an LoP request has been submitted.

Again, you can check on the status of your LoP 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 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 in time to arrive to university admissions by **August 1st annually**, so that advisors have an update on LoP courses in-progress or completed over the past year.