



Letter of Permission Guide

All University of Calgary students who plan to take courses at another institution must obtain an approved **Letter of Permission (LoP)** *before* registering in those external courses. Students are encouraged to review our [Non-Education Course Suggestions](#) for recommendations.

| Deadlines & Timelines | |
|---|---|
| Fall non-education terms: | |
| Must submit request by: June 15th | UPE Response by: July 1 st |
| If changes required, email upe@ucalgary.ca | |
| Winter non-education terms: | |
| Must submit request 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 request by: March 1st | UPE Response by: March 15 th |
| If changes required, email upe@ucalgary.ca | |

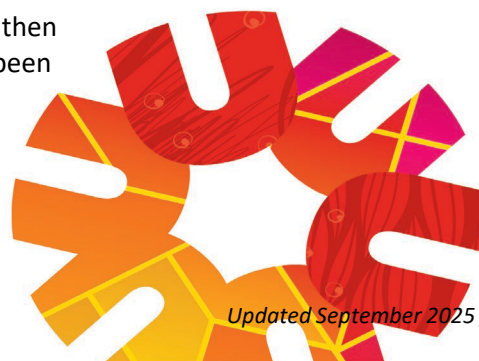
Transcripts

[Official Transcripts](#) for all courses taken in the past academic year (Spring, Summer, Fall, and Winter terms) must be submitted to **University of Calgary Admissions by August 1 each year.**

Important Notes for Students:

- **Grades earned in LoP courses** will count toward your **GPA, withdrawal limits, and academic standing.** Refer to [Werklund Calendar Regulation 3.3](#) for full details.
- **You are responsible** for ensuring official transcripts are submitted to UCalgary Admissions for transfer credit processing.
 - Email: transcripts@ucalgary.ca
 - Mail:
Admissions and Recruitment
Hunter Student Commons, 2nd Floor
University of Calgary
2500 University Drive NW
Calgary, AB T2N 1N4
- If you **do not submit official transcripts** for each institution you have an approved LoP with, by **August 1**, a hold will be placed on your account, and you will be **blocked from enrolling in future EDUC courses.**
- After submitting your transcript, wait a couple of weeks and then check your Student Centre to see if your transfer credit has been posted. If not, follow up by emailing upe@ucalgary.ca.
- **Do not cancel or delete your LoP** once submitted, as this action **cannot be reversed.**

Note: Students in the **On-Campus pathway** must email for approval prior to submitting an LoP.



Non-EDUC (400s | 500s) Semester - Planning Steps

Step 1

- Review Program Requirements
- Check your [Academic Requirements Report](#) (Student Centre > Program and Advising tab)
- Consider any missing or in-progress courses
- Explore [Non-Education Course Suggestions](#) list

Step 2

- Choose Course(s)
- Select courses that align with non-education [degree requirements](#)
- Non-Education courses should not be taken during EDUC 400 and 500 semesters

Step 3

- Email upe@ucalgary.ca with the following:
 1. UCID number
 2. Intended semester of enrolment
 3. Institution name
 4. Course code(s) and title(s)
 5. Anticipated [UCalgary equivalent](#)
 6. Which degree requirement(s) the course will fulfill
- i.e. Northern Lakes College, ENGL 1000 = ENGL 203, literature foundational

Step 4

- Submit Your Letter of Permission (LoP) By the Deadline
- Submit your LoP (Student Centre > Program and Advising tab)
- Email UPE once submitted
- **Do not delete or cancel** your LoP after submitting
- If you drop or change a course, email upe@ucalgary.ca to request an update

Step 5

- Wait for Approval
- You will receive a confirmation email once your LoP is **approved**
- If urgent or late, email upe@ucalgary.ca (submissions are not automatically flagged)

Step 6

- Take Courses
- Students are responsible for **applying to, registering in, and paying all fees** at the external post-secondary institution where they plan to take courses

Step 7

- Submit Your Official Transcript
- Send your **official transcript** to transcripts@ucalgary.ca by **August 1**

Submitting a Letter of Permission

Log into my.ucalgary.ca:



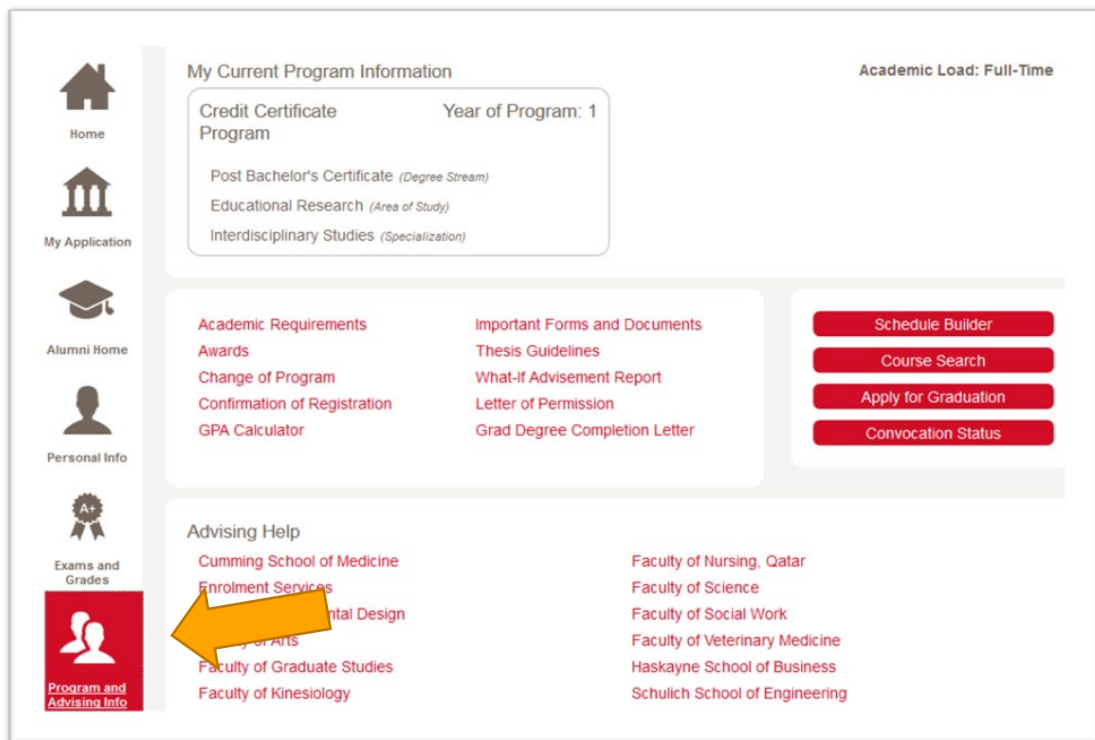
Central Authentication Service

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 dashboard shows a sidebar 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 includes a box for 'Credit Certificate Program' with details like 'Year of Program: 1', 'Post Bachelor's Certificate (Degree Stream)', 'Educational Research (Area of Study)', and 'Interdisciplinary Studies (Specialization)'. Below this are sections for 'Academic Requirements', 'Important Forms and Documents' (including 'Letter of Permission'), and 'Advising Help' for various faculties. 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 outlined on page 1. You will receive a confirmation email once it has been approved.

If you need your LoP reviewed urgently, please email upe@ucalgary.ca to let us know, as we do not receive automatic notifications when an LoP request is submitted.

You can check the status of your LoP at any time by returning to the initial Letter of Permission start page in your Student Centre.

You are **not required to send official transcripts** after each course is completed. However, please notify your advisor if:

- You drop any course listed on your approved LoP, or
- You need to request a change or update to your LoP.

Important: *Do not cancel or delete your LoP request.* Any edits must be completed manually by the advising team.

Transcript Reminder:

Official transcripts for any courses taken through a LoP between **Spring and Winter terms** must be submitted to University of Calgary Admissions by **August 1st** each year. This ensures your advisors have updated information on LoP courses that were in progress or completed over the past academic year.