LETTER OF PERMISSION REQUEST

CAPILANO UNIVERSITY

Registrar's Office, North Vancouver Campus

Email: transfercredit@capilanou.ca

PLEASE READ CAREFULLY

To submit a request:
- Complete Parts 1 and 2 of the form
  - Attach/include any course outlines, if applicable. Please ensure all sections of the form, including personal information are completed prior to submitting.
- Submit completed form to transfercredit@capilanou.ca

Please note:
- Normal processing is **seven (7) to ten (10) business days for courses listed in the BC Transfer Guide**; for courses not listed in the BC Transfer Guide, processing time could be up to six (6) weeks. RUSH requests are not accepted for this letter.
- Requests will not be processed if the student account with the University is outstanding.
- Letters are provided in electronic (PDF) format only and will be emailed to your CapU email account.

PERSONAL INFORMATION – PART 1 Complete **all** information in this section

STUDENT NUMBER	LEGAL LAST NAME	LEGAL FIRST NAME
CURRENT PROGRAM OF STUDY	STUDENT SIGNATURE	DATE (MM/DD/YYYY)

REQUEST DETAILS - PART 2

INSTITUTION YOU ARE PLANNING TO ATTEND (ONE INSTITUTION PER FORM/LETTER)	PLANNED TERM OF ATTENDANCE (ONE TERM PER FORM/LETTER)

COURSE(S) TO BE TAKEN AT OTHER INSTITUTION: (Max 5 courses per Letter of Permission or 18.0 credits)		COURSE IN BC TRANSFER GUIDE	COURSE OUTLINE ATTACHED
COURSE CODE (E.G. GEOG 109)	**COURSE TITLE** (INTRO TO US GEOGRAPHY)		
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

For courses not listed in the BC Transfer Guide (bctransferguide.ca) as transferring to Capilano University, you are required to submit a detailed course outline with the following information:

- A statement of course objectives
- The method of evaluation and
- The textbooks used
- The credit value of course(s)

- A detailed outline of the units or modules of the course
- The number of weeks duration (excluding final exam period)
- Hours per week of lecture (laboratory/tutorial/seminar/studio work)
- Hours per week of required open laboratory work, or open studio work

REGISTRAR'S OFFICE USE ONLY

SPECIAL INSTRUCTIONS	DATE STAMP
COMPLETED BY	