

# Undergraduate Letter of Permission (LOP) Application

**UNBC** UNIVERSITY OF  
NORTHERN BRITISH COLUMBIA

Student Recruitment and Advising Centre  
3333 University Way, Prince George, BC V2N 4Z9  
Phone: 250-960-6306 Fax: 250-960-5280  
Email: [advising@unbc.ca](mailto:advising@unbc.ca) Web: [www.unbc.ca/advising](http://www.unbc.ca/advising)

Application fee paid (\$12.00)

## Regulations

- A payment of \$12.00 per application is required.
- A Letter of Permission (LOP) will be issued only in advance of study taken.
- A LOP ensures that courses successfully completed at another institution will be considered for transfer credit to UNBC to be used toward the student's degree program.
- LOPs are issued directly to the host institution; a copy is sent to the student's unbc.ca email account and one is placed in the student file.
- Students are eligible for an LOP if they:
  - (a) have completed at least nine (9) semester credit hours of academic study at UNBC;
  - (b) are not on academic probation or in arrears on account with the University.
- Courses taken at UNBC, and subsequently repeated on an LOP, will not remove the grade from the student's UNBC GPA, nor will credit be granted more than once for an equivalent course.
- Coursework taken on an LOP is considered to be a transfer credit, and is therefore subject to all policies and practices related to transfer credits.

## Instructions

1. Complete all of the sections on this form. Use the course numbers and titles provided for the course(s) you want to register for at the institution (school) you are visiting. You may include more than one institution on this form, but please indicate which course you are taking at each.
2. **Detailed course syllabi (outlines) from institutions that are out of province or from another university must accompany this form, as a calendar description may not be sufficient to determine course equivalency.** Courses listed in the BC Transfer Guide ([www.bctransferguide.ca](http://www.bctransferguide.ca)) do not require course outlines.
3. Pay your LOP application fee at your campus Cashier or by credit card with your Student Online Services Account.
4. Submit the completed form to the Student Recruitment and Advising Centre (fax, in person or by e-mail scan). It normally takes up to three (3) weeks to process an LOP; at certain times of the year, it may take up to eight (8) weeks.
5. **LOP's are normally processed the 3<sup>rd</sup> Thursday of each month.**

## UNBC Student Responsibilities:

1. Consult with your Student Advisor prior to applying for an LOP.
2. Check your **unbc.ca email account** regularly as a PDF copy of the LOP will be sent to that account.
3. Submit final transcripts from the institution you were granted the LOP for to UNBC's Office of the Registrar, **as soon as the final grades are received.**
4. Notify your Student Advisor if course work is not completed.
5. Students who are in their final semester and are completing courses on an LOP are advised that final and official transcripts must be received by UNBC's Office of the Registrar **no later than the first week of May** to ensure their eligibility to graduate.

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## Student Identification

Student #														
Last name				Home phone #			-			-				
First name				Alternate phone # (cell or work)			-			-				
Middle name(s)				E-mail (required)	<b>@unbc.ca</b>									

## Program, Institution & Course Information

Declared Major		Student Advisor	
Institution(s) Attending ▶			

\* If you are planning to attend more than one institution for the courses listed below please indicate where each course will be completed.

Institution	Subject & course code (e.g. FNST 100)	Course title	Credit hours	Course start & end dates			
				May-Aug	Sep-Dec	Jan-Apr	Sep-Apr

**NOTE: An LOP is valid only for the semester indicated above.** Please contact your Student Advisor if you wish to request a deferral of the course(s) listed above.

Signature of Student	Date
UNBC's Student Recruitment & Advising Centre shares students' personal information with other UNBC departments for internal purposes only.	