

## INFORMATION FOR STUDENT

If you wish to take a course at another university for transfer credit to Acadia, you must complete this form. Your request will be reviewed, and if approved, the host university will be issued a copy of this form and a copy of your transcript. You are reminded that normally the last sixty hours (60h) required for your degree must be taken at Acadia, although you may transfer from elsewhere six hours (6h) of the last sixty hours (60h).

**Letters of permission cannot be approved for students with an outstanding account balance at Acadia University.**

Submit this form to the Registrar's Office at Acadia with

- payment (\$10 for mail; \$15 for fax). Fees are refundable if the course(s) are not approved for transfer credit). **Complete credit card information at bottom of form.**
- a description of the course for which permission to transfer is sought.

Note: The suitability of the specific course(s) can be established by the Director or Department Head, but transferability on the basis of university regulations will be assessed by the Registrar before a letter of permission is granted.

Form to be:    Picked up    Mailed to address below or on file    Mailed to Institution    Faxed to institution

Acadia Degree Program: \_\_\_\_\_ Is this the final course for your degree? \_\_\_\_\_  LOP  Exchange

Reason for Taking: \_\_\_\_\_

## INFORMATION FOR HOST INSTITUTION

Student Full Name: \_\_\_\_\_ Acadia ID No.: \_\_\_\_\_

Student Address: \_\_\_\_\_

Host University (where course will be taken): \_\_\_\_\_

Address: \_\_\_\_\_

Fax Number (if required): \_\_\_\_\_

Session  Fall  Winter  Spring  Summer  Online  Other \_\_\_\_\_ Expected Start Date: \_\_\_\_\_

Host Institution Course Name & No.	Office Use Only			
	AU Equivalent	Credit-Hours	Dept. Approval	RO Approval

This document acknowledges the acceptability of the courses below towards an Acadia University degree. It DOES NOT confirm acceptance at the host institution. The student must make an application to the host university in accordance with its procedures. Not all applications will necessarily be accepted by the host university. It is the responsibility of the student to ensure that the grade(s) for the course(s) are forwarded to the Acadia University Registrar's Office by the host institution.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office: \_\_\_\_\_ Date: \_\_\_\_\_



# LETTER OF PERMISSION

Payment Method:  Credit-Card  Cash  Online Payment  Cheque

Date Received: \_\_\_\_\_