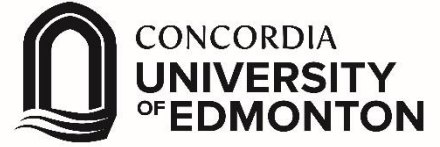


Visiting Student Request For Letter of Permission



Students currently enrolled in a degree program at Concordia and who plan to take courses at another post-secondary institution must first apply to the Registrar's Office for a letter of permission as a visiting student.
Students registered in the Open Studies program are not permitted to complete this form.

Normally, requests take **at least** two weeks to process. Please allow sufficient time for processing.
PLEASE COMPLETE THIS SIDE OF THE FORM IN PEN. Incomplete forms will not be accepted.

Surname:
First Name:

Student ID Number:

Your Letter of Permission will be emailed to your Concordia Student email account. Do you also require a copy for pickup?

Yes
 No

How will you be providing your official transcript at the end of the course?

I have submit a Transcript Request Authorization Form along with this request.
 I will request an official transcript and submit it to Concordia as soon as the course is complete and the grade has been approved.

INFORMATION ABOUT THE COURSE THAT YOU WISH TO TAKE

Name of Institution	Course Name and Number	Number of Credits	Start Date (dd/mm/yy)	End Date (dd/mm/yy)
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What are your reasons for taking this course at another institution? (If you require more space, please attach an extra sheet.)

Will this course(s) be part of the last 30 credits counted towards your degree?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you require a course overload to take this course?	<input type="checkbox"/> Yes <input type="checkbox"/> No

TO THE STUDENT-Please carefully read the following:

A letter of permission does not guarantee that you will be accepted into the course nor does it confirm registration at the other institution.

Visiting student permission does not exempt you from:

- Concordia's degree requirements and deadlines. (Section 2.0 – *Academic Schedule*, Section 9.7 – *Graduation* and Section 10.0 - *General Academic Requirements* for your program)

I understand that my request is subject to the following conditions:

- I am responsible for informing the Registrar's Office if I did not register in the course.
- I cannot substitute other courses, institutions, or dates for those requested above.
- If I plan to graduate in the current academic year, I must submit official transcripts to the Registrar's Office according to the deadlines listed in the Academic Calendar (section 9.7.2).
January: November 1 **May:** February 1 **September:** July 1
- I remain responsible for Concordia's degree requirements, deadlines, and policies as outlined in the Concordia Academic Calendar.

Student's Signature: _____ **Date:** _____

REQUEST FOR VISITING STUDENT PERMISSION

TO THE REGISTRATION ADVISOR:

- | | | | |
|----|--|---------------------|-------|
| 1. | Is a request for leniency required? | Yes | No |
| 2. | Does the student require an overload request to take this course? | Yes | No |
| 3. | Has the student already received transfer credit from Concordia? | Yes | No |
| | If yes, how many credits? _____ | | |
| 4. | Has the student submitted other Visiting Student requests? | Yes | No |
| | If yes, for what course(s), when, and where? _____ | | |
| 5. | Has the student submitted a Transcript Request Authorization Form ? | Yes | No |
| 6. | Has the student's Program Progress Report been reviewed? | Yes | No |
| 7. | Which degree requirement will this course fulfill? | | |
| | Core Requirement | Major/Concentration | Minor |
| | Other (please specify, LOE, etc.) | Elective | |
| | _____ | | |
| 8. | Will the student be within the 42/48 junior-level credit limit after completing all other degree requirements? | | |
| | | Yes | No |

	Other Institution Course	Credits		Equals	Concordia Course	Credits
Transfer Credit Assessment						

Advisor's Signature	Date
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REGISTRAR'S OFFICE COMMENTS:

Signature (Registration Advisor)	Date
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Approved: Yes No

Signature (Registration Advisor or Assistant Registrar)	Date
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- Emailed to Concordia Student email account
- Ready for pick-up

Date: _____ Initials: _____