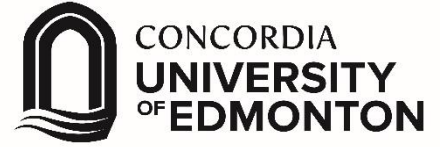


Visiting Student Request For Letter of Permission



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 submitted a Transcript Request Authorization Form along with this request. (Apply Alberta Post-Secondary Institutions only)
- 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? Yes No
- Will you require a course overload to take this course? Yes 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:

1. I am responsible for informing the Registrar's Office if I did not register in the course.
2. I cannot substitute other courses, institutions, or dates for those requested above.
3. 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).
September: August 1 **January:** November 15 **May:** March 1
4. I remain responsible for Concordia's degree requirements, deadlines, and policies as outlined in the Concordia Academic Calendar.

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

Transcript Request Authorization Form



Applicants are normally required to have their official transcripts sent to Concordia University of Edmonton from all of the secondary and post-secondary institutions that they have attended.

Applicants can, however, authorize Concordia University of Edmonton to request transcripts through **ApplyAlberta** from participating Alberta post-secondary institutions that they previously attended. There is no charge for this service. Please note that applicants will still be responsible for obtaining transcripts from non-participating Alberta post-secondary institutions.

By signing this form, applicants are authorizing Concordia University of Edmonton to obtain transcripts from participating **ApplyAlberta** institutions where required.

TO BE COMPLETED BY THE STUDENT		
Last Name	First Name	Student ID Number
Alberta Student Number (ASN) – if known	Date of Birth (yyyy-mm-dd)	
<input type="checkbox"/> By signing this form I am authorizing Concordia University of Edmonton to obtain transcripts from participating ApplyAlberta institutions where required on my behalf.		
Student Signature		Date

COURSES		
Course Name	Term	Institution

TO BE COMPLETED BY THE REGISTRAR’S OFFICE		
Completed form received by the Registrar’s Office	Initials	Date
Transcript Requested	Initials	Date
Transcript Received	Initials	Date