

LETTER OF PERMISSION REQUEST

Registrar's Office, Birch Building, room BR230, 2055 Purcell Way, North Vancouver, B.C. V7J 3H5

 Tel: 604 984 4900 Email: registration@capilano.ca
PLEASE READ CAREFULLY

- 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.
- Student records are confidential. Letters/forms will only be processed on the signed consent of the student.
- It is the student's responsibility to determine how each course fits into their program. For course/program planning assistance, the student should contact the Registrar's Office to book an appointment with an Academic Advisor.

PERSONAL INFORMATION – PART 1 Complete all information in this section

LEGAL LAST NAME		LEGAL FIRST NAME
STUDENT NUMBER	CURRENT PROGRAM OF STUDY	PHONE NUMBER
METHOD OF DELIVERY (CHOOSE ONE) <input type="checkbox"/> Pick-Up <input type="checkbox"/> Mail to address on file	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)		
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

 For courses not listed in the BC Transfer Guide (www.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
- A detailed outline of the units or modules of the course
- The method of evaluation and
- The number of weeks duration (excluding final exam period)
- The textbooks used
- Hours per week of lecture (laboratory/tutorial/seminar/studio work)
- The credit value of course(s)
- Hours per week of required open laboratory work, or open studio work

REGISTRAR'S OFFICE USE ONLY

SPECIAL INSTRUCTIONS	DATE STAMP
COMPLETED BY	