UBC a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Science

Faculty of Science
Office of the Dean
Earth Sciences Building
2178-2207 Main Mall
Vancouver, BC, V6T 1Z4

P: 604-822-3336
F: 604-822-5558
science.ubc.ca

REQUEST FOR LETTER OF PERMISSION

Students currently registered at UBC may not take courses for credit towards their BSc at another institution by correspondence, evening, summer, or regular session class without the prior written permission from the Associate Dean of Science. The Faculty of Science has no obligation to grant any transfer credit unless a Letter of Permission has been previously obtained.

Name: _____   **Student Number:** _____

Email Address: _____   **Phone Number**: _____

Science Specialization: _____**Year Level:** _____

Proposed Institution	
Course Code Number & Name (maximum 6 credits)	
Website Link to Course Descriptions (if institution is outside of BC)	
UBC equivalent (if known)	
Academic Session (e.g. 2016W Term 1)	
Reason	

If you plan to be on a co-op work term while taking courses, permission from the Science Co-op main office must be obtained before this request will be approved.

1. Please email this form to the Science Student Information Centre (advising@science.ubc.ca) or return it to the Science Student Information Centre (Room A150, Chem/Phys Building).

2. Once a decision is made, you will be contacted by email. Any approved letters of permission will be sent as an email attachment.

3. If you are approved for a letter of permission to attend an institution outside of Canada, you must register with the UBC Safety Abroad Travel Registry.

- I agree not to be concurrently registered at UBC in the same term, if my request is approved.
- I understand I may apply a maximum of 6 credits taken on a Letter of Permission to my BSc or BCS.
- I have read and agree to the guidelines for LOP credits as outlined here.

Signature/Initials:		**Date:**	

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FOR OFFICE USE ONLY:

Average	
Confirmed by	

Request Approved　　　　　**Request Denied**

Comments: