HUMBER

Letter of Permission Application Form – Humber Degree Students

The completed form, along with a detailed course outline for each course, must be submitted to **transferoptions@humber.ca**. A $25.00 fee for each application will be added to your account. This process must be completed before registering at the other post-secondary institution and **at least 30 days prior** to the start of term. Separate application forms must be submitted for each course, from each host institution.

If your request is approved, you may then register in the external course. Once the course has been completed, the student must arrange to have an official transcript sent directly from the host institution to Humber's Office of the Registrar within 20 business days of the end of the course. The approved course(s) must be taken in the approved term indicated on the application form. Students who fail to register for the course in the approved term will need to resubmit their application before registering in a course in a future term.

Students must obtain at least a 60% or equivalent in the course for the Letter of Permission to be accepted. Credits earned on a Letter of Permission will be noted on the student's transcript with a grade of LOP and will not be included in the calculation of the students Cumulative Grade Point Average. Students completing their last course on a Letter of Permission must have their official transcript from the host institution to the Office of the Registrar forty-five (45) days prior to their applicable Spring or Fall Convocation.

It is strongly suggested that students review Section 7.6 of the *Admission Requirements and Academic Regulations.*

To be completed by the student:

Student Name _____   Student Number (N Number) _____

Date of Birth (YYYY/MM/DD)_____   Email _____

Humber Program Name _____

Name of Host Institution_____

Please list the courses you wish to register in below. (use Humber Code LASB 001 for electives)

Host Institution Course Code	Host Institution Course title	Hours Per Week	Start Date	End Date	Equivalent Humber Course Code

Student Signature_____Date _____

For Academic School's use only:

Approved Course 1:   Yes   No   Approved Course 2:   Yes   No

Reason for Denial: _____

Signature:_____   Date: _____

Please return this form to the Office of the Registrar.   Revised April 2024