

Office of the Registrar, Athabasca University
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Other: 780.675.6111, Fax: 780.675.6174
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Letter of Permission Form

STUDENT ID NUMBER

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FOR OFFICE USE ONLY

SPONSORING CLIENT ID NUMBER
REFERENCE NUMBER

A Letter of Permission permits a credential student to take one or more courses at another post-secondary institution that will be used for credit towards an Athabasca University degree, diploma, or certificate program.

This request must be submitted to Athabasca University no later than one month before the registration deadline at the receiving institution. Only one Letter of Permission (Letter) is issued per institution, per term. Each Letter is issued for a single institution and is valid for one year from the session start date. One Letter allows you to apply for a maximum of eight courses per semester/term. While the Letter will indicate the transferability of the course, it is your responsibility to ensure that the course meets your program requirements.

General Information (please print)

Student Name: _____
LAST FIRST MIDDLE

Mailing Address: _____

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

Telephone: () _____ () _____
(AREA CODE) RESIDENCE (AREA CODE) BUSINESS

Fax/E-mail: () _____ E-MAIL
(AREA CODE) FAX

External Institution

The Letter of Permission will be sent to:

External Institution : _____

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

The personal information collected on this form will be used to process your request for a Letter of Permission. This information is collected under the authority of Section 33 (c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the Assistant Registrar, Admission Services, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB Canada T9S 3A3. Phone: 800.788.9041.

Session: _____

Course name and number: _____

Student signature: _____

Date: _____