

Letter of Permission Application

- Please allow 4 to 6 weeks for processing.
- With this form you must also submit copies of course descriptions and the definition of credit value taken from the Host University's current course calendar.
- Carleton University uses the Connect email system as an official channel of communication with students. **All correspondence regarding the status of this application will be sent to your Connect account.** Please ensure that you check this account regularly.
- Application Deadlines: Fall Term - July 1; Winter Term - November 1; Summer Term - March 1

Personal Data

Student Number:

Last Name		Daytime Telephone	
First Name	Middle Name	Evening Telephone	
Connect Email		Cellular Telephone (if applicable)	

Current Program (Please review your degree audit through Carleton Central to ensure that program details are correct)

Degree Program (e.g. B.A., B.Eng., B.Sc.)		<input type="checkbox"/> General	<input type="checkbox"/> Honours
Major(s)	Minor(s)	Concentration/Specialization	

Transfer Request

Host University	Academic Session <input type="checkbox"/> Fall Only <input type="checkbox"/> Winter Only <input type="checkbox"/> Fall/Winter <input type="checkbox"/> Summer Only
Address	

Final Course(s) For Degree: Yes No

Subject	Course #	Term	Title	Fee	Office Use Only
1.					
2.					
3.					
4.					
5.					
There is a fee for this service. Please visit carleton.ca/registrar/fees for current processing fees. This fee will be added to your student account and can be viewed on your student account summary through Carleton Central (central.carleton.ca).				Total Fee	

Authorization

Student Signature: _____ Date: _____

Please attach course descriptions and definition of credit value to this form.

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).