

## Letter of Permission (LOP) Application

Only students in the following Faculties should use this form: Faculty of Environmental and Urban Change (formerly the Faculty of Environmental Studies); Faculty of Health; Faculty of Liberal Arts and Professional Studies; Faculty of Science; Lassonde School of Engineering; School of the Arts, Media, Performance and Design.

Students in other York Faculties should consult their home Student Services Office. Before completing this form, first thoroughly read the information at [registrar.yorku.ca/enrol/lop](http://registrar.yorku.ca/enrol/lop).

**Please provide the personal and requested course information below, sign the form and submit this form to the relevant Faculty/Department at York University for approval.**

### Notes

- Students may not take courses on a LOP at the 3000 or 4000 levels, or that meet their major or General Education requirements, except in unique circumstances and at the discretion of the Faculty, department and/or program.
- Students may not take more than 18 credits on a LOP over the course of their degree program.
- The Faculty/Department must review requests for LOPs in a timely manner, ensuring that sufficient information is available about the course(s) the student wished to take on LOP and about the host institution.
- Individual programs may define further restrictions about the courses students may take on Letter of Permission.
- Year-level equivalencies for courses taken outside of Canada are subject to Faculty, department and/or program assessment.
- Degree requirements can be found on the Academic Calendars website ([calendars.students.yorku.ca](http://calendars.students.yorku.ca)) and are specific to a student's year of entry into a degree program/certificate.

### Student Information (please type or print)

Student Number	Last Name/Family Name	Given Name(s)	
Telephone Number	E-mail Address	Home Faculty	Major/Degree Program(s)
Is your record updated? Check your current contact information at <a href="http://currentstudents.yorku.ca/student-personal-information">currentstudents.yorku.ca/student-personal-information</a> .			

### Host Institution Information

Name of Institution to be Attended	City	Country
Indicate the term/session in which you wish to take this course (check only one box and enter year):		
<input type="checkbox"/> Fall 20_____	<input type="checkbox"/> Winter 20_____	<input type="checkbox"/> Summer 20_____

Please complete and sign page 2 of this form

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To Be Completed by Student		Faculty / Department Use Only			
Host course identifier  (e.g. PSYC 1000)	Course title  (as listed in host institution calendar)	At what study level (e.g. 2000) will this course count at York?	Specify any York courses for which this course will act as a direct substitute. If none, write "N/A".	Faculty/Department Approver Name  (please print)	Faculty/Department Approver Signature

### Instructions for Submission

- A \$50 non-refundable processing fee must accompany this Letter of Permission Application form. Please visit the payment page at [nop.uit.yorku.ca](http://nop.uit.yorku.ca), choose *Letter/Verification Request Payment*, then choose *Letter of Permission Payment*.
- After you make the payment:
  1. Enter the order number in the space below.
  2. Sign and date the completed form.
  3. Upload the completed form online or email it as a PDF attachment to [lop@yorku.ca](mailto:lop@yorku.ca).

Letter of Permission Payment Order Number	
Student's Signature	Signature Date (dd/mm/yy)

Protection of Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965*. This information is used to process your application and decide on your eligibility for the awards you indicate. Once an award has been granted, York University may disclose certain information to the donor of the award, provincial funding organizations and/or York University academic departments/Faculties and colleges, as set out. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Registrarial Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.