

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.

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 wishes 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) and are specific to a student's year of entry into a degree program/certificate.
- All students traveling outside of Canada are required to complete **York University's Safety Abroad Steps** in advance of travel. Students can contact safetyabroad@yorku.ca with questions.

Instructions

- **Students:** Please complete the Student Information, Host Information, including course number, course title you will be enrolling at the host institution.
- **Faculty Department:** Please review the course descriptions/outlines and provide an exclusion assessment.
 - If no exclusion is present or approve, indicate 'No' in York Course Exclusion column of the Letter of Permission form.
 - We strongly recommend assessments are completed and returned in two (2) weeks to the student.

Student Information (please 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 currentstudents.yorku.ca/student-personal-information .			

Please complete and sign page 2 of this form

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):		
Fall 20_____	Winter 20_____	Summer 20_____

To Be Completed by Student		To Be Completed by the Department			
Host Institution Course Information		At what study level (e.g. 2000) will this course count at York?	York Course Exclusion (Y/N)	UPD Approver Name	Signature
Course Name 1	Course Number 1				
Course Title 1					
Course Name 2	Course Number 2				
Course Title 2					
Course Name 3	Course Number 3				
Course Title 3					
Course Name 4	Course Number 4				
Course Title 4					

Instructions for Submission

- Each application will be charged a non-refundable fee of \$50. You will receive an email with instructions on how to make payment.
- Upload the completed form online or email it as a PDF attachment to lop@yorku.ca.

Student's Signature	Date (dd/mm/yy)
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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.