

## Letter of Permission Request Form

A fee of \$40.00 per Letter of Permission is required. Pay the fee from your Daniels account. Log into your Daniels Account and look for an "ORSS Services" tab on the top-left of the screen, which has a list of different payments that can be made. Once you have made the payment, please email the receipt/proof of payment (a screenshot is okay) to [transfer@daniels.utoronto.ca](mailto:transfer@daniels.utoronto.ca)

Payment can also be made in person by cash/debit/credit at the Office of the Registrar and Student Services.

Letters of Permission can take up to four (4) to six (6) weeks to process.

### Section I: To be completed by Student

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Student #: \_\_\_\_\_ Phone #: \_\_\_\_\_

UofT Email: \_\_\_\_\_@mail.utoronto.ca

*A PDF of the Letter of Permission will be sent to your official University of Toronto email address.*

Indicate for which session you are requesting the Letter of Permission:

- Fall/Spring (September-April)       Summer (May-August)

Name of the host institution that you plan to attend:

\_\_\_\_\_

List the course(s) you are interested in completing at the host institution:

| Course Code | Course Title (as on transcript; English characters only) | Credit Weight |
|-------------|--|---------------|
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- I have attached detailed course syllabi for each of the courses that I plan to take at the host institution. Send one PDF per course syllabus and title the PDF with the course code and name.
  
- I have read the detailed Letter of Permission information on the website at: <https://www.daniels.utoronto.ca/letter-permission>
  
- I understand that a Letter of Permission is not a guarantee that I will be able to register at the host institution.
  
- I understand that any transfer credits for which I am eligible will not be assigned until my official final transcript from the host institution has been received by the Office of the Registrar and Student Services at the Daniels Faculty.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Section II: To be completed by the John H. Daniels Faculty of Architecture, Landscape, and Design**

Payment Received:       Yes                       No

Course Syllabi Received:  Yes                       No

Initials: \_\_\_\_\_ Date Processed: \_\_\_\_\_