

Letter of Permission Request Form

A fee of \$40.00 per Letter of Permission is required. Payment can be made in cash, or by certified cheque or money order payable to the University of Toronto.

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

- I have attached detailed course syllabi for each of the courses that I plan to take at the host institution.

- I have read the detailed Letter of Permission information on the website at:
<http://www.daniels.utoronto.ca/students/undergraduate-students/tc/lop>

- 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: _____