

### **EDUCATIONAL ADVISING**

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If you are currently enrolled in a Kwantlen Program and you wish to take courses at another institution, you may need to obtain a Letter of Permission to attend that institution as a visiting student. Students are able to request a Letter of Permission for a maximum of 5 courses per semester.

In order to qualify for a Letter of Permission from Kwantlen, you will need to have met the following requirements:

1. Completed 9 credit hours of study at Kwantlen.
2. Have a cumulative GPA of 2.0.
3. Not be on academic probation or owing fees

#### **Step One:**

Obtain a detailed course outline for the course you wish to take. A calendar description will not be sufficient. You must contact the institution for a copy of the outline and make sure it contains information such as required textbooks, grade weights, any prerequisites, and detailed outline of the course content.

#### **Step Two:**

Complete a Request for a Letter of Permission Form. Attach the course outline to the form and hand it in to the Office of the Registrar located on any Kwantlen campus. Requests may only include those courses you are intending to take in the upcoming semester. It's important to note that no more than 5 courses will be assessed for a Letter of Permission per semester. A separate request must be submitted for every semester in which you will take courses at another institution. If you are taking courses at more than one institution outside of Kwantlen within a single semester, you must submit a separate request for each institution.

#### **Step Three:**

The Transfer Credit Department will evaluate the course for credit towards Kwantlen. If it is approved, Kwantlen will send a Letter of Permission to the institution offering the course. You will receive a copy of this letter in the mail, which you should keep as documentation that the course has been approved for transfer credit. This process takes approximately 4 weeks. So plan ahead so that your documentation is in place in time for registration.

#### **Step Four:**

Contact the institution offering the course and follow the steps they require of you to register for their course.

#### **Step Five:**

Once you have completed the course, you must submit an official transcript from the institution along with a Request for Transfer Credit form (available at the Office of the Registrar located on any campus) in order to have the course added to your records.

**NOTE:** The onus is on the student to determine how each course fits into their program. For assistance with course / program planning, please call 604-599-2000 to book an appointment with an Educational Advisor.

For further information contact the Transfer Credit department at (604) 599-2285 or by email at [transfercredit@kwantlen.ca](mailto:transfercredit@kwantlen.ca).