

LETTER OF PERMISSION FORM

A student currently registered at CBU will not receive credit for courses taken elsewhere unless prior permission has been granted. It is the responsibility of the student to make arrangements to have an official transcript forwarded to CBU upon completion of courses. Please note that the signature of the Dean is required to receive credit for courses taken at another institution. Once approved, this form will be provided to the host institution.

Student Name: _____ Student ID: _____

Program: _____

Address Line 1: _____ Address Line 2: _____

City, Province: _____ Postal Code: _____

Email: _____

Name of the post-secondary institution where you intend to register: _____

Academic session: _____ Do you expect to graduate this year? YES NO

OTHER INSTITUTION SUBJECT	COURSE #	OTHER INSTITUTION COURSE TITLE	CREDIT	CBU COURSE EQUIVALENT	EQUIVALENCY ACCEPTED
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Approval of CBU Course Equivalent given by: _____ Date: _____

Signature of Student: _____

Date: _____

Permission is granted for transfer credit for the courses listed above.

Signature of Dean or Designate: _____

Date: _____

Upon approval this form will be provided to the host institution.

Students who have completed an accredited immersion program while a student at CBU, may be granted maximum of 6 credits of French. The CBU equivalency for the French immersion credits will be determined by a member of the French faculty in consultation with the student, Department Chair, and Registrar's Office.

FOR INTERNAL USE ONLY

Notes:

PERC code added by: _____ (initials)

Date: _____

Transcript received by Student: _____ (initials)

Date: _____

Credits Awarded and Student/Dean Notified: _____ (initials)

Date: _____



**Cape
Breton
University**

REGISTRAR AND ADMISSIONS