



Submit this completed form from your KPU student email account to
admissions@kpu.ca.

Use this form if you are a KPU student planning to take one or more courses at another recognized post-secondary institution for transfer to KPU. A Letter of Permission ensures that the outlined courses successfully completed at another institution can be transferred to KPU. You may request a Letter of Permission for a maximum of 5 courses per term. Before submitting your request, please confirm that you meet all of the following requirements:

- **You have completed at least nine credit hours of study at KPU**
- **You have a minimum Cumulative Grade Point Average (CGPA) of 2.00**
- **You are not on academic probation and do not have outstanding fees**

Courses approved through a Letter of Permission and completed successfully are recorded as transfer credit and are subject to KPU's transfer credit policies and procedures (AC6 Recognition of Prior Learning).

Student Name:		
First Name	Last Name	KPU Student Number
Institution you plan to attend with a Letter of Permission:		
Institution	Term	
Address	City	PC
List each course you plan to take at the institution above, including the specific subject, course number, and credit value: <i>Example: ENGL 1000 – 3 credits</i>		
1.	4.	
2.	5.	
3.		

Important information and student responsibilities:
1. To receive transfer credit at KPU, you must achieve a grade of D (50% or 1.00) or better in each approved course. Please note that courses completed with a grade of C- or lower may not be used as prerequisites or as credit for some programs. 2. After completing the approved course(s), you must request an official transcript from the institution listed above and have it sent to the Office of the Registrar at Kwantlen Polytechnic University. 3. If you need to take a course that is different from the course(s) listed on this form, you must submit a new Letter of Permission request before taking the course to ensure transferability. 4. Grades earned at other institutions are not included in your KPU institutional grade point average. 5. You are responsible for confirming how each course fits into your program requirements. If you would like support with course planning, set up a time to meet with an educational advisor. www.kpu.ca/advising

Student Signature _____ Date (dd/mm/yyyy) _____

Office Use Only			
Date Received	Received by	Date Processed	Processed by