



Graduate Studies Request for a Letter of Permission

- 1. Sign the form **only** after having read the attached information sheet regarding procedures for applying and registering for courses on a letter of permission.
- 2. Only **one** institution per request form.
- 3. **A minimum of 5 working days is required for processing each request.**

Return the approved form to:
 Registrar's Office
 Canadian Mennonite University
 500 Shaftesbury Blvd.
 Winnipeg, MB R3P 2N2

Full Name: _____ Student Number: _____ Address: _____ _____ Prov. _____ Postal Code: _____ Phone #: _____ Email: _____ In which degree program are you enrolled? _____ _____ Do you plan to graduate this academic year? _____ _____	Name of Institution _____ For how many courses do you wish to register? _____ For which semester do you wish to register? _____ Fall 20 _____ (September to December) _____ Winter 20 _____ (January to April) _____ Spring 20 _____ (May to August) Department and Address of Host Institution _____ _____ _____ _____ Letter of Permission to be: <input type="checkbox"/> Picked Up <input type="checkbox"/> Mailed <input type="checkbox"/> Faxed (Fax number: _____)
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List all the courses that you are requesting to take at another institution.	<p>FOR OFFICE USE ONLY CMU Course Equivalents</p> <p>1. Approved / Denied Course ID: _____</p> <p>2. Approved / Denied Course ID: _____</p> <p>3. Approved / Denied Course ID: _____</p> <p>4. Approved / Denied Course ID: _____</p>
1. Course ID: _____ Credits: _____ Sem: _____ Title: _____	
2. Course ID: _____ Credits: _____ Sem: _____ Title: _____	
3. Course ID: _____ Credits: _____ Sem: _____ Title: _____	
4. Course ID: _____ Credits: _____ Sem: _____ Title: _____	

Student Signature: _____ Date: _____

Program Coordinator/Director Approval: _____ Date: _____

Registrar's Office Approval: _____ Date: _____

TAKING COURSES ON A LETTER OF PERMISSION AT ANOTHER INSTITUTION

In consultation with your faculty advisor, you may decide to register for courses offered through another university or seminary. Please complete the "Request for a Letter of Permission" form at the back of this registration guide. The Program coordinator or Director must approve the form prior to processing.

If you need to take a course (courses) at another university or seminary for credit at CMU, here are the STEPS to follow:

1. **Apply to be a Visiting Student** at the institution where you wish to take the class (see below for instructions).
2. **Choose the course (courses) you want to take.** Ensure that your choice is appropriate to your academic needs. Be sure you have the prerequisites.
3. **Fill out the "Request for Letter of Permission" form.** Contact the Program Coordinator or Director for initial approval. Once the form is completed and signed, the form will be submitted to Registrar's Office. If your request is approved, CMU will:
 - a. Send an official Letter of Permission to the appropriate university or seminary and email a copy to you.
 - b. Add the approved courses to your CMU transcript.
4. **Register** for the course(s) at the institution where you are visiting.
5. **Confirm with CMU** the courses for which you registered and for those you did not. Email the Assistant Registrar at spenner@cmu.ca to confirm the courses.
6. **You are responsible to pay the fees at the university where you are visiting**, in accordance with that institution's due dates and procedures.
7. **After you complete your course(s), request a transcript** from the institution where you have been visiting to be sent to the Registrar at CMU. When successfully completed, the course will receive a grade of "TR" (transfer). If a transcript is not received one month after the semester ends, a grade of "F" will be recorded until Registrar's Office receives a transcript with an official grade.

Additional Notes:

- ⇒ Be aware of application deadlines when you apply at an institution to be a visiting student.
- ⇒ You may register **only** for the courses listed on your letter of permission.
- ⇒ **CMU cannot register you at another institution. The letter of permission allows you to register for courses; it does not register you in courses.**
- ⇒ To withdraw from a course at another university, you must withdraw at that university according to their procedures. **CMU cannot withdraw you from a course at another institution.** After you withdraw from courses, inform CMU of the withdrawal.