

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 completed form to:
 Coordinator of Student Advising
 Canadian Mennonite University
 500 Shaftesbury Blvd
 Winnipeg, MB R3P 2N2

<p>Full Name: _____</p> <p>Student Number: _____</p> <p>Address: _____</p> <p>Prov: _____ Postal Code: _____</p> <p>Phone #: _____</p> <p>Email: _____</p> <p>In which degree program are you enrolled? _____</p> <p>Do you plan to graduate this academic year? _____</p>	<p>Name of Institution: _____</p> <p>For how many courses do you wish to register? _____</p> <p>For which semester do you wish to register? _____ Fall 20____ (September to December) _____ Winter 20____ (January to April) _____ Spring 20____ (May to August)</p> <p>Department and Address of Host Institution _____ _____ _____</p> <p>Letter of Permission to be: <input type="checkbox"/> Picked up <input type="checkbox"/> Mailed <input type="checkbox"/> Faxed (Fax no: _____)</p>
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<p>List all the courses that you are requesting to take at another institution</p> <p>1. Course ID: _____ Credits: _____ Sem: _____ Title: _____</p> <p>2. Course ID: _____ Credits: _____ Sem: _____ Title: _____</p> <p>3. Course ID: _____ Credits: _____ Sem: _____ Title: _____</p> <p>4. Course ID: _____ Credits: _____ Sem: _____ Title: _____</p> <p>5. Course ID: _____ Credits: _____ Sem: _____ Title: _____</p>	<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> <p>5. Approved / Denied Course ID: _____</p>
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Student Signature: _____ Date: _____

CMU Approval: _____ Date: _____

Taking Courses on a Letter of Permission at Another Institution

Who is eligible to take courses at another university or college for credit at CMU?

- Returning students with a minimum GPA of 2.0 over 18 credit hours, who require a course or courses at another university or college to meet requirements for their CMU program.
- New students who have a minimum average of 65% in high school courses used as a basis for admission to CMU, and who
 - » Are registering for at least 6 credit hours of CMU courses per semester AND
 - » Are registering in pre-professional studies that require a course at another institution OR wish to take one of the courses the University of Manitoba offers on the CMU campus.

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

1. **Choose the course (courses) you need to take.** Ensure that your choice is appropriate to your academic needs.
2. Be sure you have the prerequisites.
Fill out the "Request for Letter of Permission" form. Submit it to the Coordinator of Student Advising. When your request is approved, CMU will:
 - a. Send an official Letter of Permission to the appropriate university or college and email a copy to you.
 - b. Add the approved courses to your CMU transcript.
3. **Apply to be a Visiting Student** at the university where you wish to take the class (see below for instructions).
4. **Register** for the course(s) at the university where you are visiting (U of M, U of W, or elsewhere).
5. **Confirm with CMU** the courses for which you registered and for those you did not.
Email the Coordinator of Student Advising.
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.

How do I gain admission as a visiting student at another University?

University of Manitoba:

- Apply on-line at www.umanitoba.ca. The program to which you must apply is General Studies (Extended Education).

University of Winnipeg:

- Apply on-line at www.uwinnipeg.ca. The admission category to which you must apply is Visiting ("credit to be transferred to another university").

At another University:

- You must follow that institution's procedures for gaining admission as a visiting student.

Additional Notes:

- » Be aware of application deadlines when you apply at a university to be a visiting student.
- » You may register **only** for the courses listed on your letter of permission.
- » **CMU cannot register you at another university. 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.

Approved courses will automatically be added to your CMU transcript.