

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
advising@cmu.ca**

<p>Full Name: _____</p> <p>Student Number: _____</p> <p>Address: _____</p> <p>City: _____ Prov: _____</p> <p>Postal Code: _____ 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?</p> <p>Fall 20____ (September to December)</p> <p>Winter 20____ (January to April)</p> <p>Spring 20____ (May to August)</p> <p>Email address of host institution: _____</p> <p>If email is not an option, mailing address or fax number of host institution: _____ _____ _____</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 want to take.** Ensure that your choice is appropriate to your academic needs. Be sure you have the prerequisites.
2. **Fill out the "Request for Letter of Permission" form.** Submit it to advising@cmu.ca. If your request is approved, CMU will:
 - a. Send an official Letter of Permission to the appropriate institution and email a copy to you.
 - b. Add the approved courses to your CMU transcript.
3. **Apply to be a Visiting Student at the institution where you wish to take the class (see below for instructions).**
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 Registrar's Office (registraroffice@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 registraroffice@cmu.ca. 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:

Approved courses will automatically be added to your CMU transcript.

- 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.