

REQUEST FOR LETTER OF PERMISSION FORM

LAST NAME:		BOOTH STUDENT NUMBER:	
FIRST NAME:		MAJOR / CONCENTRATION:	
PROGRAM:		DEPARTMENT CHAIR / PROGRAM COORDINATOR:	
DATE:		ANTICIPATED YEAR OF GRADUATION:	

I am requesting permission to take the following course(s) as part of my Booth College program:

EDUCATIONAL INSTITUTION	COURSE NUMBER	COURSE NAME	CREDIT HOURS

Please record the following information:

COURSE DATES	DEPARTMENT TO BE CREDITED AT BOOTH COLLEGE

PLEASE NOTE:

1. This is a request form only and does not imply permission to take the course(s) listed. A copy of course description(s) indicating content and credit hours **must accompany** this request form.
2. If approval is granted, a Letter of Permission will be issued by the Registrar.
3. Applicants for the next graduation are to ensure that official transcripts of final mark(s) for the course(s) are received by the Booth College Registrar **on or before the Final Day of Winter Semester Examinations**. Official transcripts are sent **directly** from the educational institution to Booth College upon the arrangement of the student.
4. **The Letter of Permission fee of \$20.00 must accompany this request form.**

Signatures:

_____	_____
Student	Date
_____	_____
Department Chair / Program Coordinator	Date
_____	_____
Registrar	Date
_____	_____
Academic Dean or Designate	
_____	_____
Enrollment Counsellor	Date and Receipt #