School of Engineering

Letters of Permission:

UBC students are expected to complete degree requirements at UBC. In some circumstances, faculties may grant students permission to study outside of UBC with a Letter of Permission (LOP).

An LOP is an agreement between you and the institution that allows you to remain a UBC student and guarantees that you will get transfer credit for the course (s) you complete. An LOP must be approved by the School of Engineering prior to registering at another college or university. Without an approved LOP, UBC has no obligation to award transfer credits.

Note that Letters of Permission are only granted in extenuating circumstances. Proximity to home or lower cost of taking the course at another institution alone are not sufficient reasons for taking a course elsewhere. Students may be asked to provide a rationale for the LOP request.

You do not need a Letter of Permission if you are taking courses at a partner university through the CIE or Go Global, are leaving UBC to complete your degree elsewhere, or do not intend to apply credit completed towards your degree.

Details:

- Students requesting an LOP must have already studied at least one semester at UBC, must be in good academic standing when the request is made, must be eligible to take courses in the following Winter session and must remain in Good Standing for the session they are taking the course. https://okanagan.calendar.ubc.ca/campus-wide-policies-and-regulations/academic-assessment/academic-standing.
- LOPs are only allowed for courses deemed by the school to be equivalent to first year Applied Science, Humanities elective courses or lower-level Minor courses or first 100- or 200- level courses in COSC from transferable , accredited post-secondary institutions within Canada.
- A maximum of nine credits may be taken outside of UBC through LOP.
- If you receive an LOP, it does not guarantee your admission to another institution. You need to meet all entry requirements as a visiting student at the host institution.
- The Letter of Permission is approved only for the specific courses listed and for the term indicated on the LOP. If your plans change and you opt to take the course in another term, you must re-apply for an LOP for the new course dates.
- LOP applications should be submitted a minimum of one month before the course start date to ensure adequate processing time.
- Retroactive LOPs will not be approved; students must obtain an LOP *before* taking a course elsewhere.
- Students looking for course equivalencies can use https://www.bctransferguide.ca/ as a tool to find equivalent courses but that does not guarantee that UBC will accept the course or that the LOP will be approved.

Apply for a Letter of Permission here: https://forms.ok.ubc.ca/school-engineering-letter-permission-application

When you have completed the course, order your transcript and have it sent to:

UBC Okanagan - Enrolment Services   or   final.grades@ubc.ca
UNC 322 3272 University Way
Kelowna, BC Canada V1V 1V7