LETTER OF PERMISSION REQUEST FORM

Sheridan | Office of the Registrar

A letter of permission is formal authorization for a Sheridan student to take a course at another accredited post-secondary institution for credit towards their Sheridan College credential. **Please email completed form in PDF format which must include course outlines to letterofpermission@sheridancollege.ca.**

How to Make a Payment: Log in to myStudent Centre, select the Financial Account tile, and choose Pay by Flywire from either the Account Balance or View My Account Summary page. Follow the on-screen instructions to complete your payment.

Please note: A non-refundable fee of $50.00 per course applies to each course submitted on your LOP form.

Date of Request		Student ID Number	
Last Name		Current Program of Study	
First Name		Phone Number	

External Institution *(i.e. Mohawk College)*	Course Title *(i.e. Marketing Geography)*	Course Code *(i.e. GG363)*	Course Term *(i.e. Fall 2018)*	Credit Value *(i.e. 3 Credits)*	Sheridan Equivalent (i.e. GEOG 2044, General or Breadth Elective)	Have you already paid the fee? If yes, please indicate "Yes." If not, please refer to the payment instructions above.	OTR/Faculty Decision (Office Use Only)	Letter of Permission Expiry Date DD/MM/YYYY
							Approved ○ Denied ○	
							Approved ○ Denied ○	
							Approved ○ Denied ○	

Print Name: Student _____ Signature _____ Date _____

Print Name: Faculty _____ Signature _____ Date _____

Note: Incomplete applications will not be assessed. Course outlines must be submitted with this request form.