

**FACULTY OF ENGINEERING
REQUEST FOR LETTER OF PERMISSION**

Before applying for a Letter of Permission , please read the following:

- It is the students responsibility to ensure that the course(s) selected are being offered for the session requested.
- These course(s) will show on your **McMaster transcript** for the session requested. If you **don't** take the course(s), inform **this** office immediately
- You must obtain a minimum grade of **60% (C-)** to receive credit.
- The grade will **NOT** be included in your cumulative average.
- When the course is complete, arrange to have an official transcript sent to the Office of the Associate Dean, Faculty of Engineering, McMaster University, Hamilton, ON L8S 4L7.

STUDENT NAME: _____ STUDENT # _____
(first name) (last name)

PERMANENT ADDRESS: _____
(number) (street)

(city) (province) (postal code)

CITIZENSHIP: _____
(Canadian, landed, visa)

BIRTH DATE: _____ / _____ / _____ PROGRAM & LEVEL _____
(year) (month) (day)

PHONE #: _____ E-MAIL ADDRESS _____

Mail Original Letter of Permission to: _____ University _____ Home _____ Other _____ Pick up by Student

SESSION: _____ UNIVERSITY OFFERING COURSE: _____
(fall/winter) (spring/summer)

Attach a calendar copy, photocopy, or download off the web the course description and attach to this form.

COURSE NAME & COURSE CODE **MCMASTER COURSE EQUIVALENT**

1. _____

2. _____

Student Signature

Date

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and being collected under section 39 (2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario