

VISITING STUDENT AUTHORIZATION

FOR USE ON CALGARY CAMPUS ONLY

(version: Jan 2016)

PROCEDURES

1. Generally, transfer credit is only awarded at the time of admission unless there is an extenuating circumstance. Meet with an Advisor in person to start the process for Visiting Student Authorization. You will be required to write an Appeal Letter to receive permission to take a course or courses at another educational institution. Below are the deadlines for VSA forms to be completed:

- April 15 for Visiting Studies in Summer Session
- August 15 for Visiting Studies in the Fall Semester
- December 15 for Visiting Studies in the Spring Semester

2. If you have been authorized to take a course or courses at another educational institution, you must complete a *Visiting Student Authorization* form (available in Calgary Campus office) which is signed by you and an Advisor.

3. Register in the course(s) listed on the VSA form at the other educational institution.

4. As soon as you have completed the course(s), you must arrange to have official transcripts sent from the visiting institution to the Registrar's Office at the U of L by the applicable transcript receipt deadline. Please see advisor for specifics dates.

TRANSCRIPT RECEIPT

Prerequisite

If the VSA course is needed as a prerequisite for other U of L courses, official transcripts must be received at the U of L at least one week before the first day of classes.

Graduation

If you are completing degree requirements at the end of the semester in which you have received visiting student permission, official transcripts from the visiting institution must be specific dates in order to graduate. For details please visit <https://www.uleth.ca/convocation/important-deadlines>

If official transcripts are not received by the appropriate deadline, **you will not be able to graduate**. If you miss the deadline, you must wait for the next convocation ceremony. Please contact your advisor if you miss the deadline.

Request for Continuation

If you cannot complete the visiting course by the end of the semester indicated on the form, you must apply in writing for continuation of visiting student status by the end of the semester indicated on the original Visiting Student form. Your request must state the reasons for not completing the course on time. Please submit your request to your academic advisor.