

## Letter of Permission (LOP) STUDENT CHECKLIST

*Department of Languages, Literatures & Linguistics*  
~ Languages & Literatures ~

Letter of Permission (LOP) Request forms will only be considered if they are complete and if students are in good standing (C average / minimum GPA of 4.0). All supporting material for the LOP must be clearly presented in paper form with evidence of source where relevant. We will do our best to get the form assessment completed as soon as possible, but please be aware that it may take up to two weeks. Letters of Permission may only be signed by the *Undergraduate Program Director*.

### PERSONAL INFORMATION

Name :	_____	Name of Host Institution :	_____
Student Number :	_____		_____
Language :	_____	Address of Host Institution :	_____
Email :	_____		_____
Faculty :	_____		_____
Major :	_____		_____

### QUESTIONS

⇒ How many credits are you requesting? \_\_\_\_\_

⇒ Have you ever studied this language before? Please explain.

\_\_\_\_\_

⇒ Why do you wish to take this course elsewhere and not at York University?

\_\_\_\_\_

\_\_\_\_\_

⇒ In which session are you planning to take the course (e.g., Summer 2017) \_\_\_\_\_

⇒ Are you seeking equivalency to a York Course? If so, which one: \_\_\_\_\_

### SUPPLEMENTARY MATERIAL

*Please ensure that you have included the following in the material attached to your LOP form.*

- The precise dates of the session (beginning and end)
- How many classroom hours exactly the course involves
- A detailed curriculum (including syllabus, if possible, or an official description which includes information such as textbooks used, material covered and evaluation breakdown). Please note that this information cannot be typed out by you, but must be submitted in a form where the source is visible (e.g., printed directly from the website or provided by the institution).

*\*Please submit this checklist to the department along with your Letter of Permission Application package for assessment.*