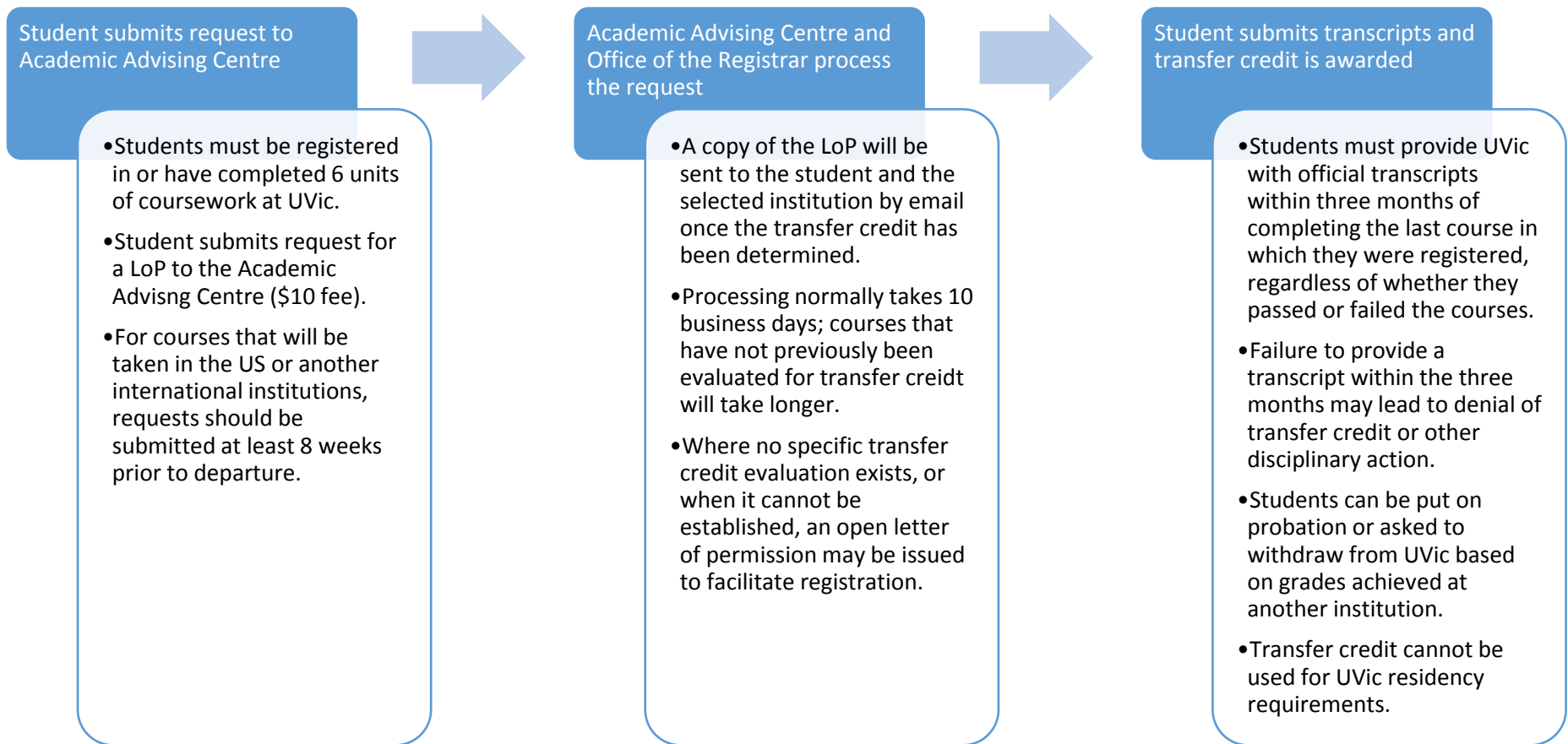


Letter of permission (LoP) to take a course elsewhere and transfer credit



Exchange program and exchange credit

Applying for ISS exchange program

- Student is enrolled in an undergraduate program in the Faculty of Humanities, Science or Social Sciences and registered as a full-time student in good standing having completed at least one year of study at UVic.

Selecting institution and assessing exchange credit

- Student reviews partner universities for detailed program information and checks exchange credit histories for partner institutions.
- Student meets with exchange student adviser at ISS to talk about exchange plans and application materials.
- ISS exchange student adviser provides ticket for student to book appointment with academic adviser to discuss exchange credit and degree requirements.
- Student applies to the ISS exchange program for nomination to host university.
- After nomination is accepted, student applies to host university.

Exchange credit evaluation

- Students must provide UVic with official transcripts within three months of completing the last course in which they were registered, regardless of whether they passed or failed the courses.
- Failure to provide a transcript within the three months may lead to denial of exchange credit or other disciplinary action.
- Students can be put on probation or asked to withdraw from UVic based on grades achieved at another institution.
- Exchange credit can be used towards UVic residency requirements.