

Letter of Permission – Request Form

Letters of Permission are intended for students who wish to complete courses outside of Northern Lakes College and want to transfer those credits back to the College. Requests for Letters of Permission must be submitted three (3) weeks in advance of starting at another institution.

STUDENT ID#:	STUDENT'S NAME:	DATE:
PROGRAM:		PROGRAM DESIGNATE:

Courses to be Taken:

Attach course outlines for any courses not approved on the Transfer Alberta website. Your program designate may request additional information.

(Maximum 5 courses per Letter of Permission)

VISITING INSTITUTION:				Northern Lakes College		
Course Abbreviation and number	Course Name	Credits	Completion Date	Course Abbreviation and Number	Course Name	Credits
<i>e.g. BIOL235</i>	<i>Human Anatomy and Physiology</i>	<i>6</i>	<i>12/05/2024</i>	<i>ANPY1000</i>	<i>Anatomy & Physiology</i>	<i>6</i>

Additional Comments:

Authorization to Request Information on Your Behalf:

It is your responsibility to ensure that an official transcript is forwarded to the Registrar's Office at Northern Lakes College seven (7) days after your completion date. If you would like Northern Lakes College to request your final grades, please check the box below.

- ☐ My visiting Institution is within Alberta. I authorize Northern Lakes College to electronically request my final grades.

STUDENT SIGNATURE
DATE

PROGRAM DESIGNATE*
DATE

*Program designate, please email completed form to registrar@northernlakescollege.ca for processing.

Questions regarding this form are to be directed to the identified Form Administrator.

Related Northern Lakes College Documents:	Academic – Academic Standards – Grades Regulation Student Services – Transfer Credit Procedure
Form Owner:	Registrar
Form Administrator:	Administrative Assistant, Registrar
Approved By:	President's Advisory Team
Approval Date:	February 12, 2025
Effective Date:	February 12, 2025
Revision History:	February 12, 2025: NEW September 19, 2025: Revision of POPA statement

The personal information that you provide to Northern Lakes College is collected under the authority of the Post-Secondary Learning Act and section 4 of the Protection of Privacy Act (Alberta) ("POPA"). The information is collected, and will be used and disclosed for purposes of processing your request for a letter of permission. Collected personal information is protected from unauthorized access, use, and disclosure in accordance with POPA. Questions regarding the collection, use, and disclosure of personal information can be directed to: Privacy Officer at privacy@northernlakescollege.ca.