What is a Letter of Permission? Trent University students may study at another accredited University on a Letter of Permission, otherwise known as an LOP. An LOP allows students in a degree program at Trent to take courses at another University for credit towards their Trent degree. Approval is required for each course that the students plan to take. Students from another University can also take credits at Trent on an LOP. Please take a moment to visit www.trentu.ca/letterofpermission and click on the Letter of Permission Guide to review full details about applying for an LOP. Here you will find important information regarding the application process, fees, eligibility, limitations, Trent University transcript information, course changes, course withdrawals, submitting your transcript, graduation information, (please be aware of these very important deadlines for your transcript to arrive at Trent if you are graduating) and lastly, contact information if you still have questions.

Trent University has an extensive list of existing LOP equivalencies which you may wish to review before starting your application. Please note if a course you are interested in does not appear on this list, know it may still be possible to take the course on an LOP. To explore our existing equivalencies please log into your myTrent account. Click on Academics and then Courses and then click on the LOP Equivalency icon. Here you can select LOP Equivalency filtering options such as universities in Ontario, Canada, outside of Canada, exchange partners (for international LOP's please contact the study abroad office for more information). Trent students in good standing are allowed to take an LOP at other accredited Canadian universities. So, for this example we will look at the Canadian universities outside of Ontario. We are going to choose Athabasca University. Here we will have an extensive database with existing course equivalencies. We will demonstrate how to search the database for a suitable course. Please note it is possible to take a course that is not in a database, in this situation, please apply for the LOP and then submit the syllabus to our team at lop@trentu.ca. Once we received your request, we will then assess. For the purpose of this video, we will choose an existing equivalency. For example, Biology. Under subject scroll and click Biology. You can filter further if you wish. We will choose third year and then click refresh list. This will bring a list of existing equivalencies in our database. We are interested in BIO 325 which is equivalent to Trent's Biology 3250. Now we can move forward with our application.

The application for a Letter of Permission can be found under myTrent. Click on Finance and then go to Marketplace. From here, click on the Office of the Registrar's

icon, and then you will choose Letter of Permission. Before starting your LOP application please ensure that you have researched all application and registration timelines at the other institution. This will determine which term you will select to take the course in. Please also review the following policies at the top of the form before you continue your application. Also, a reminder to ensure that you have read and agreed to our agreement policy. Next, confirm the quantity and click add to cart. This will bring you to the form, please begin filling in the information as required.

Please note, be sure to list your required course or courses using the course codes of the host Institution. For this example, this course is on an LOP equivalency table on myTrent. If it is not, please send a separate email with the course syllabus to lop@trentu.ca for assessment. Once you have finished filling out the LOP application please click continue.

Here you will need to enter your buyer information. Once you have entered this information click continue. Please log in under your account or register if you do not yet have one.

This next part requires you to fill out your card and billing information. Please review the order with your payment information. Once everything is correct you can scroll to the bottom and submit your order.

Thank you! You have successfully submitted your LOP application. If your application is approved, you will receive the Letter of Permission via your Trent email from the Office of the Registrar. This page will break down the information of your LOP application.

Submitting Your Transcript.

You are responsible for ensuring that your transcript from the Letter of Permission course is submitted to the Office of the Registrar at Trent University. An original transcript must be submitted. Copies, faxes or unofficial transcripts cannot be accepted. Transcripts for Letter of Permission courses must be submitted by March 1st for fall registration, July 1st for fall/winter registration, and November 1st for summer registration.

Please note important information about graduation. If you choose to complete your final credit or credits for graduation on a Letter of Permission, an application to graduate must be submitted through your myTrent portal, along with your final transcript from the host University. For your Letter of Permission course to be eligible for convocation, you will need to submit your transcript by May 1st for spring convocation, September 1st for fall convocation, and January 1st for winter convocation.

If you still have questions about your Letter of Permission application or the process, please contact lop@trentu.ca.

Thanks for following along!