

INTERNATIONAL LETTER OF PERMISSION (ILOP) APPLICATION

Students who wish to complete courses at another university outside of Canada must submit this ILOP application form to secure permission prior to registering for the course abroad. Prior to approval of any International LOP courses, you must complete all information requested on this form. Incomplete forms may be subject to refusal. Please review all of the listed requirements and verify with the Institution of study, where applicable. Completed forms should be submitted to Humanities Documents Drop Folder or to CNH 107.

Name:		Student Number:	
McMaster Email:		Phone Number:	
Host Institution's Name:			
Host Institution's Website: (Please provide the URL)			
Host Institution's Undergraduate Calendar: Refer to Terms and Acknowledgements note V. (Please provide the URL)			

A detailed course outline (syllabus) is required for equivalency assessment and must include all of the following: textbook information, method of evaluation, breakdown of lectures and chapters, name of instructor, instructor's contact details, and host university prerequisites. If the course syllabus/outline does not include all of the requested information, your application may be denied.

Subject & Course Code	Term	Language of Instruction	Course Outline (Syllabus) (Please provide URL)

Please provide the contact details for the Department Administrator or Program Coordinator who is responsible for the scheduling and/or management of the courses within this application. This person should be in the direct employ of the Host Institution and should be the proper contact for more information regarding these courses. If the contact information provided cannot be utilized or independently sourced back to the Host Institution, your application may be denied.

Host Institution's Department Administrator/Program Coordinator Contact Details:	
Full Name:	
Email:	
Phone Number:	

Terms and Acknowledgements

- I. Students must receive confirmation of approval (via ILOP Application) from the Faculty of Humanities prior to taking a course outside of Canada and prior to enrolling at the Host Institution. Failure to abide by these terms may result in no credit given for coursework completed internationally.
- II. Transfer credit for courses completed at an International institution will only be considered where the course is part of a degree program of a degree granting recognized institution, and where proof of registration and issuance of the final official transcript is through the Registrar's Office of that institution. Failure to abide by these terms may result in no credit given for coursework completed internationally.
- III. If an ILOP application approval is granted and it is subsequently determined that the official transcript is NOT sent from the Registrar's Office of the Host Institution, students will NOT receive transfer credit for the course.
- IV. Third-party "Summer Session" websites that appear to be indirectly associated with the Host Institution, and/or who advertise Summer programs on behalf of the Host Institution, are unacceptable and will not be considered for transfer credit.
- V. The Host Institution's Undergraduate Calendar must contain course catalogue and course prerequisite information, and must be a primary website under the direct management and the sole property of the Host Institution. Failure to provide an Undergraduate Calendar, course outline (syllabus), and Host Institution contact details as described may result in the refusal of this application.

By signing my name below, I acknowledge that I understand and agree with the terms of this application and I have provided all requested information as described.

Student Signature:		Date:	
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HUMANITIES

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The information gathered on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and being collected under section 39 (2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario. Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall 209, McMaster University.

FOR OFFICE USE ONLY

Approved

Denied

Notes:

Authorizing Signature: _____

Date: _____