

Bachelor of Health Sciences (Honours) Program
APPLICATION FOR A LETTER OF PERMISSION
Queen's University

Bachelor of Health Sciences (Honours) Program Office

bhsc@queensu.ca

613-533-2566

Botterell Hall, Room 563

18 Stuart Street

Kingston, ON

K7L 3N6

Name: Student #:

Current Address:

Telephone:

Academic Program and Plan:

Is your cumulative GPA above 1.60? Yes No

If you are in the 3rd or 4th year of an Honours Program, and completing the final courses for your degree, is your cumulative GPA above 1.90? Yes No

When do you expect to graduate? Fall Winter Spring

Are these final courses to complete your degree? Yes No

If YES you must apply to graduate on SOLUS. Information concerning this is available on the Registrar's Web site (click on "Graduation/Convocation").

Host University (University you will be attending):

Term or Session in which the course(s) will begin: Fall Winter Spring

NOTE: The maximum number of credits that can be indicated on an application: Summer=18.0 units; Fall=18.0 units; Winter=18.0 units

Visiting University (Course subject, code and number) *(Please attach course description)	Course Weight (3.0 or 6.0 units)	Taking as (core/option/elective)

1. *Bachelor of Health Sciences (Honours)* Program [Academic Regulation 14](#) in the current applies.
2. It takes us approximately 2-3 weeks to prepare a Letter of Permission.
3. This Letter of Permission and payment is valid only for the session and host university to which it is issued. Students wishing to apply for an additional Letter of Permission must do so through contacting the *Bachelor of Health Sciences (Honours)* Program Office, prior to enrolling in any courses.
4. A non-refundable administrative fee of \$60 must be submitted for each Letter of Permission, per university, per term. Please contact the *Bachelor of Health Sciences (Honours)* Program Office by email or phone for instruction on administrative fee payments.
5. It is the student's responsibility to apply for admission to the host university by the host university's application deadline. Students who obtain a Letter of Permission should register as a special or visiting student not on a degree program. Students who register on a degree program at the host University, will jeopardize their degree and admission status at Queen's and will have to reapply back to Queen's University through the University Application Centre (letter of permission will be null and void).
6. It is the student's responsibility to arrange for an official transcript of marks to be forwarded directly from the host university (with official seal) to: *Bachelor of Health Sciences (Honours)* Program Office, Botterell Hall, Room 553, 18 Stuart St, Queen's University, Kingston, ON K7L 3N6 so the credits(s) can be entered on the Queen's transcript. Universities do not send out transcripts automatically, they must be requested by the student.
7. When the course(s) taken at another institution are credited to a student's Queen's record, only the course(s) transferred will show on the transcript and NOT the mark(s) achieved. A grade of at least C must be obtained in each course, unless otherwise stated on your Letter of Permission in order to receive the transfer credit.
8. For students taking the final course(s) for a degree elsewhere, it may not be possible to get the official transcript to the *Bachelor of Health Sciences (Honours)* Program Office in time to graduate at the upcoming ceremony.

Signature:

Date:

The Purpose and Usage of This Form

The personal information collected on this form is done so under the legal authority of the Royal Charter of 1841, as amended. The information collected will be used to assess students currently in a Health Sciences degree program regarding eligibility for a Letter of Permission to study at another Canadian post-secondary institution. This information will be included in your student file in the *Bachelor of Health Sciences (Honours)* Program Office and will be accessible only to Queen's employees working in that office. The information will be archived along with any other contents in your student file two years after you graduate. If you have any questions or concerns about the information collected or how it will be used, please contact bhsc@queensu.ca.