



Academic Programs Office
DeGroot School of Business

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REQUEST FOR LETTER OF PERMISSION

For minor work: Only 6 units of minor work can be taken at another university.

STUDENT NAME: _____ **STUDENT NUMBER:** _____
Please print (first name) (surname)

BIRTHDATE: _____ / _____ / _____ **TELEPHONE:** _____

CURRENT PROGRAMME: _____ **LEVEL:** _____

PERMANENT ADDRESS: _____
Number street city province postal code

E-MAIL ADDRESS: _____ **CITIZENSHIP:** _____

Are you currently on Internship? Yes _____ No _____
If yes: Start Date: _____ End Date: _____
Have you been approved for and accepted an Internship position for next year? Yes _____ No _____
If yes: Start Date: _____ End Date: _____

NOTE: INTERNSHIP STUDENTS. 1. Can only take one course per term. 2. Cannot take a course in the first term of the internship. 3. Can have no fewer than 24 units remaining for their degree when they return from internship. 4. submit a "Course Request Form" to CBCD

Mail Original Of Letter of Permission to: University Home Pick-up By Student (GH-108)

UNIVERSITY: _____ **CAMPUS:** _____

SESSION: Fall Winter Spring Summer Correspondence

Start Date: _____ End Date: _____

Do you wish to take all the courses listed? Yes ___ No ___ If NO, please indicate the number you wish to take. If more than two, list them in the order of preference. (**NOTE:** A grade of at least C- (60%) is required for transfer of the credit.

COPY OF THE COURSE OUTLINE MUST BE ATTACHED FOR EACH COURSE.

<u>Course Name & Course Code</u>	<u>Term</u>	<u>McMaster Equivalent (or elective)</u>	<u>APO Approval</u>

On completion of this session are you eligible to graduate? Yes No

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:

<u>Course</u>	<u>McMaster Course Equivalent</u>	<u>Units</u>	<u>Elective/Required</u>

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, and statistical purposes of the DeGroot School of Business including, but not limited to, maintaining records; academic counseling and the administration of examinations. Personal student information provided on this form will not be used for any unrelated purpose without the consent of the student. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the Associate Dean, DeGroot School of Business.

