

Office of the Registrar

3377 Bayview Avenue, Toronto, ON, M2M 3S4

 Tel: 416.226.6620 ext. 6711 • Email: registration@tyndale.ca

 Webpage: www.tyndale.ca/registrar

Name: _____ Student ID: _____

Email: _____ Daytime Phone: _____

Program of Study: _____ Date of Birth (m/d/y): _____

 Cumulative G.P.A. (if known): _____ **If your mailing address has changed, please see tyndale.ca/registrar/seminary/update-info*
**Normal processing time is 2-3 weeks*

Name of Institution: _____	Name of Contact Person: _____
E-mail Address of Contact Person to whom LOP will be sent: _____	

Course Name: _____	Course Code: _____
Instructor's Name: _____	Instructor's Credentials: _____
For which Semester & Year: _____ 20_____	Credit Hours: _____
Equivalent Tyndale Course or Program Requirement: _____	
Reason for LOP: _____	

Course Name: _____	Course Code: _____
Instructor's Name: _____	Instructor's Credentials: _____
For which Semester & Year: _____ 20_____	Credit Hours: _____
Equivalent Tyndale Course or Program Requirement: _____	
Reason for LOP: _____	

Student Signature: _____ **Date:** _____

STUDENTS MUST:

1. Meet all qualifications listed on the LOP Instructions page (see second page).
2. Submit the signed form and pay the LOP processing fee to the Office of the Registrar. Please note each LOP course requested is **\$25 per course** (ex: two LOP courses = \$50).
3. Have attached all syllabi or course descriptions.

ONLINE PAYMENT:	OFFICE OF THE REGISTRAR'S USE ONLY:	
<input type="checkbox"/> Pay.Tyndale.ca a. Choose "Office of the Registrar" and click "Next". b. Complete the next page carefully and click "Pay". Notification will be sent to the Office of the Registrar once the payment is successfully made.	Date Received: _____	Paid: _____
	Received by: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Registrar's Signature: _____	

Tyndale Seminary students in good standing wishing to take a course at another accredited institution for transfer credit towards their Tyndale degrees or diplomas must obtain a Letter of Permission (LOP) from the Office of the Registrar prior to registering with the other institution. Courses complete elsewhere without a LOP may be ineligible for transfer credit. Please make sure you meet the qualifications before submitting your form.

Student Qualifications:

1. Students on probation cannot take a LOP.
2. Students must have a minimum GPA of 2.0 in order to apply for a LOP.
3. International students are warned that tuition fees will increase significantly at other institutions.

Academic Qualifications:

1. The LOP course being evaluated cannot be offered in the same semester at Tyndale University.
2. The LOP course selected must be equivalent in content and academic requirements to the Tyndale course (ie. students at the graduate level cannot take an undergraduate course on LOP and have it transferred into his or her program).
3. Core courses may not be taken on LOP.
4. The **MAXIMUM** number of courses that may be taken on a LOP are as follows:
 - 5 courses in MDiv and MA Clinical Counselling;
 - 4 courses in MTS, MA Thanatology and MA Children, Youth & Discipleship;
 - 2 courses in ThM and MA Historical and Theological Studies; or
 - 2 courses in Graduate Diploma*Students granted transfer credit upon admission may be ineligible for additional transfer credits through a LOP.*
5. Students must achieve a minimum GPA of 2.0 (C) in the course in order to have the course transferred into his or her program.

Instructions When Completing the Request Form:

1. Please use your legal name.
2. "Equivalent Tyndale course or requirement" refers to the program requirement on your program sheet you hope to satisfy by the LOP (ie. a Theology elective or free elective).
3. If you would like to request more than two courses for LOP, please use another request form and submit the forms together with the processing fee (**\$25 per LOP course requested**).
4. Please attach all syllabi to this request form. If the syllabi are not available, attach course descriptions.

After a Request is Submitted:

1. If approved, the LOP will be e-mailed directly to the host institution using the e-mail address you provide. A copy of this letter will be e-mailed to you as well.
2. Remember to apply and register to the host institution by their deadlines as a LOP student. Fees for courses taken at other institutions are payable directly to the institution involved.
3. After the course has been completed, ask the host institution to send your official transcript to the Office of the Registrar at Tyndale University.
4. Once we receive an official transcript and if your grade meets the minimum grade of 2.0 (C) your LOP will be transferred towards your degree. This class will appear at the top of your Tyndale transcript without the final grade. Transcripts and grades of the LOP course must be obtained directly from the school you attended. If the LOP is not approved, the Office of the Registrar will contact you with the results.