



**Nova Scotia
Agricultural
College**

Office of the Registrar
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Truro, Nova Scotia
Canada B2N 5E3

Tel: (902) 893-6722
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LETTER OF PERMISSION INTERNATIONAL

If you intend to take a course at an international institution for transfer of credit to Nova Scotia Agricultural College, you must obtain permission in writing from the Registrar in advance. In conjunction with the Exchange Program Coordinator and your NSAC academic advisor, fill out the following form in full and have it returned to the Office of the Registrar for review. Please consult the timetable of the host Institution to ensure that these courses are available and can be properly scheduled. **If approval is obtained, the Registrar will issue an official International Letter of Permission (ILOP) to the host university you wish to attend. You will be provided with one additional copy.**

Family Name	First Name	Middle Name
Student ID		Phone Number
Address		City/Town
Province/State	Country	Postal/Zip Code
Program		
Host Institute Name		

Host Institute Course Name(s) And Course Number(s)	NSAC Equivalent(s)	Department Approval (Signature)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Tuition fees for any courses taken on an International Letter of Permission are the responsibility of the student and are normally to be paid to the NSAC, unless otherwise determined by agreement with the host institution.

The student will only receive credit for the NSAC equivalent once the course is completed and an official transcript, noting that the student achieved a passing grade in the course taken, is sent to NSAC by the host institution.

Any alterations to the ILOP, due to scheduling difficulties or personal preferences, must be approved by the NSAC Registry. It is the responsibility of the student to obtain appropriate departmental signatures for all courses for which direct equivalency to an NSAC offering is being sought. Elective credits for which there is no direct match in the NSAC Calendar may be approved by the Registrar.

NSAC Outbound Mobility Officer Signature _____	Date _____
Student Academic Advisor Signature _____	Date _____
Student Signature _____	Date _____
Registry Signature _____	Date _____