



INTERNATIONAL LETTER OF PERMISSION (LOP)

This option is designed to allow students to study at universities around the world that do not have a formal exchange agreement with Carleton University. A Letter of Permission (LOP) is prior approval from Carleton that the courses you take abroad will transfer back to your official Carleton transcript. This program allows Carleton students truly global access to the overseas study experience that they desire. For BGIInS students there is no cost to applying for an LOP. Note, however, that you will be responsible for paying tuition to the host institution, not Carleton, so the actual tuition you pay could vary widely, depending on where you choose to go.

CPGA Requirement:

In order to be eligible for an international Letter of Permission BGIInS students must have an overall **CPGA of 5.0** and a **CPGA of 6.5** in your major.

Importation information:

- To satisfy the BGIInS IER, you must have an international LOP, i.e. for courses offered outside Canada.
- Please note that you pay tuition to the host institution that you attend, **not Carleton University**.



Please contact us at
Bachelor of Global and International Studies
Email: bgins@carleton.ca
Website: carleton.ca/bgins
Phone: 613 520 7575



Application Deadlines:

- Summer registration: March 1st
- Fall registration: July 1st
- Winter registration: November 1st

All application are through Carleton Central (Student Services/ Online Applications)

You are responsible for arranging to have official transcripts sent to the Registrar's Office upon completion of the course. The Registrar's Office does not accept photocopies, faxes or letters.

Students are advised to consult the Academic Advising Center, 302 Tory (613-520-7850) to find out if a Letter of Permission is the right option for you.

For more details please review the Letter of Permission Guide

<https://carleton.ca/registrar/wp-content/uploads/lop-1.pdf>

International Letter of Permission is administered by the Registrar's Office

300 Tory Building
1125 Colonel By Drive
Ottawa, ON, K1S 5B6
registrar@carleton.ca Phone: 613-520-3500
Fax: 613-520-4410
Hours: 8:30-16:30