

International Summer Language Program Letter of Permission Application

- Please allow four to six weeks for processing.
- If you are selected as a successful International Summer Language Program participant, you will need to submit your coursework and transcripts from your host institution for evaluation in order to determine whether you are eligible to earn Carleton credit for your summer language studies. Completed coursework or course descriptions and transcripts must be submitted to the Registrar's Office no later than October 30.
- **All correspondence regarding the status of this application will be sent to your Carleton email account.** Please ensure that you check this account regularly.

Personal Data

Student Number:

Last Name		Daytime Telephone	
First Name	Middle Name	Evening Telephone	
Carleton Email		Cellular Telephone (if applicable)	

Current Program (Please review your degree audit through Carleton Central to ensure that program details are correct)

Degree Program (e.g. B.A., B.Eng., B.Sc.)		<input type="checkbox"/> General	<input type="checkbox"/> Honours
Major(s)	Minor(s)	Concentration/Specialization	

Language Program Details

Host University
Address

Academic Session: Summer 20 _____

Final Course(s) For Degree: Yes No

Subject	Course #	Term	Title	Fee	Office Use Only
1.					
2.					
3.					
There is a fee for this service. Please visit carleton.ca/registrar/fees for current processing fees. This fee will be added to your student account and can be viewed on your student account summary through Carleton Central (central.carleton.ca).				Total Fee	

Authorization

Student Signature: _____ **Date:** _____

If you are selected as a successful candidate for the International Summer Exchange Program, please remember to submit your coursework/course descriptions and your transcripts to the Registrar's Office by October 30 for credit evaluation.

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Registrar's Office (300 Tory Building, 613-520-3500). Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

International Summer Language Program Eligibility Checklist

This completed document must be submitted with your International Summer Language Program Letter of Permission application.

Please read the Letter of Permission Guide prior to proceeding with a Letter of Permission Application.

Application Deadline

The deadline for applying to an International Summer Language Program at the International Student Services Office is February 15.

Standard Minimum CGPA Requirements for Graduation*

	Overall	Major(s)	Concentration or Specialization	Minor
Honours Degrees	5.00	6.50	6.50	6.50
Engineering Degrees	5.00	n/a	5.00	5.00
Major and General Degrees, B.I.T.	4.00	4.00	4.00	4.00
Architecture (Design), B.I.D.	4.00	n/a	n/a	4.00
Post-baccalaureate Diploma	6.50			

*Note: some programs have higher requirements.

Please answer the following questions (circle "Yes" or "No").

- Have you met the application deadline as listed above? Yes No
- Are your CGPAs at graduation levels as per the table above? Yes No
- Are you currently in a degree program? Yes No
- Will you have successfully completed a minimum of 4.0 **Carleton** credits prior to the end of this term? Yes No
- Are you eligible to register in courses (no Holds on your account)? Yes No
- Will the course(s) you are applying for count towards your degree? Yes No

If you have answered YES to all of these questions, your LOP application is complete and will be reviewed by a Registrarial Specialist to determine eligibility. If you have answered NO to any of these questions, you would not normally be eligible for consideration for Letter of Permission and you may be contacted for further information in order to review your application.

If you are selected as a successful International Summer Language Program participant, be sure to review the instructions on how you may be eligible to earn credit for the summer language course(s) taken abroad by visiting <http://www1.carleton.ca/registrar/exchanges/letter-of-permission/international-summer-language-program>.

Any questions regarding this checklist should be directed to the Registrar's office (300 Tory Building, 613-520-3500).

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Registrar's Office (300 Tory Building, 613-520-3500). Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

Application Process:

Applications for the International Summer Language Program are available at the International Student Services Office (ISSO). Application deadlines are:

Application to the International Summer Language Program: February 15

Please ensure that you also meet the application deadlines of the Host Institution. Many institutions will ask you to submit an application for visiting student status and provide you appropriate dates for registration.

N.B.: Tuition fees are paid to the host institution.

Eligibility:

1. Once you have submitted your application for consideration in the International Summer Language Program, your eligibility will be reviewed by a Registrarial Specialist in the Registrar's Office. Preliminary eligibility for the program will be assessed on Carleton University's Standard Minimum CGPA Requirements for Graduation, as follows:

	Overall CGPA*	Major or Majors	Concentration or Specialization	Minor
Honours Degrees	5.00	6.50	6.50	6.50
Engineering Degrees	5.00	n/a	5.00	5.00
Major and General Degrees, B.I.T.	4.00	4.00	4.00	4.00
Architecture (Design), B.I.D.	4.00	n/a	n/a	4.00
Post-baccalaureate Diploma	6.50			

*Note: some programs have higher requirements.

In addition: 1) you must be in a Carleton degree program; 2) you must have successfully completed a minimum of 4.0 Carleton credits prior to the term of travel; 2) you must be eligible to register in courses (no holds on your account).

If you are selected as a successful candidate for the program, you will be required to submit a completed International Summer Language Program Letter of Permission. An administrative fee will be charged to your student account.

2. Receiving credit at Carleton University

Students who participate in the International Summer Language Program may be able to earn credit toward their Carleton University degree.

Points to consider if you are hoping to receive credit at Carleton:

- Not all of the institutions participating in the International Summer Language Program offer courses that are eligible for university credit. Be sure to choose an eligible school from the list at <http://www1.carleton.ca/isso/international-opportunities/summer-language-programs/>.

- Credit will only be considered when you complete the course(s) and submit your completed course work along with an Official Transcript confirming successful completion of the course(s) to the Registrar's Office by October 30th of the year that the International Summer Language Program is completed.

- The content of the course will then be assessed to determine what, if any, credit is appropriate and whether the course can be used towards your degree. Please note that if the course is assessed as being equivalent to a lower level course, or a language course(s) previously taken at Carleton (or at another institution), credit will not be transferred.

3. Residency considerations:

- **To be eligible for graduation** with a Carleton degree, certificate or diploma, each student must present a certain number of credits earned at Carleton University which have not been presented to fulfil any degree that has been previously awarded including a degree or degrees at Carleton University. These are referred to as **residency credits**. Courses taken under the University of Ottawa Exchange Agreement do not count as residency credits.

- **All Degree students must present a minimum of 5.0 credits of residency credits.** To be eligible for graduation with a General degree, these residency credits must include at least 3.0 credits that are both in the Major and at the 2000-level or above. For Honours degrees, these residency credits must include at least 3.0 credits that are both in the

Major and at the 3000-level or above. For Combined Honours programs the residency credits must include a minimum of 1.5 credits in each Major and at the 3000-level or above.

- To be eligible for graduation with a **Concentration, Specialization or Minor**, students must present a minimum of 2.0 credits of residency credits in each Concentration, Specialization or Minor.

- Due to accreditation requirements, the minimum number of residency credits for students in the **Faculty of Engineering and Design** is half of the total number of credits required in the program.

- To obtain an **undergraduate certificate** from Carleton University, students must present residency credits including a minimum of 4.0 credits taken at Carleton including all required courses.

4. Courses taken and passed at Carleton may not be repeated on an International Summer Language Program Letter of Permission
5. Credit will not be given for equivalent courses taken in two different degree programs at the same time; if you are admitted into a degree program at the host institution, you forfeit degree standing at Carleton and your International Summer Language Program Letter of Permission becomes null and void;
6. You must meet all terms and conditions as specified on the International Summer Language Program Letter of Permission. While studying on the Letter, you remain governed by all Carleton rules and regulations appropriate to your program. Failure to meet these terms could result in the Letter of Permission being declared null and void, and/or failing grades being assigned to your record.

Submission of Transcripts from the Host Institution

You are responsible for arranging to have official transcripts sent to the International Student Services Office (ISSO) upon completion of the course. Photocopies, faxes, or letters will not be accepted; only official transcripts will be considered for credit evaluation. A grade of "UNS" will be assigned to any course for which an official transcript is not received. Transcripts are due by October 30 for International Summer Language Program credit evaluation.

Graduation

If you choose to complete your final credit for graduation

on a International Summer Language Program Letter of Permission, be aware of the following:

1. You must submit a formal application for graduation, which must be received in the RO no later than the official due date as published in the Undergraduate Calendar.
2. Since different universities have different schedules, it is possible that your transcript will arrive too late for processing before graduation. If this occurs, you will be notified that you must submit a new application for the next graduation.

Withdrawing from Courses

Notify the RO in writing immediately if you withdraw from any courses at the host institution.

Your Carleton Transcript

Credit for courses taken on a Letter of Permission is recorded on a "pass" or "fail" basis. A passed course counts as an attempt, but will not be figured into your Cumulative Grade Point Average (CGPA). A failing grade earned on an International Summer Language Program Letter of Permission will be included in the calculation of discredits, but will not be calculated into your CGPA. Failing grades earned while on Letter of Permission will be assigned a grade of "UNS."

Further Questions

For further information about the International Summer Language Program, please contact the International Student Services Office at:

Carleton University
International Student Services Office
128 University Centre, 1125 Colonel By Drive
Ottawa, ON K1S 5B6
tel: (613) 520-6600 fax: (613) 520-3419
email: exchange@carleton.ca

For further information about the International Summer Language Program Letter of Permission, please contact the Registrar's Office at:

Carleton University
Registrar's Office
300 Tory Building, 1125 Colonel By Drive
Ottawa, ON K1S 5B6
tel: (613) 520-3500 fax: (613) 520-4410
email: registrar@carleton.ca