

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	not used	not applicable	5.00
Architecture (Design), B.I.D.	4.00	not used	not applicable	4.00
15 and 20 credit Non-Honours Degrees	4.00	4.00	4.00	4.00
BCom Non-Honours Degree	5.00	5.00	not applicable	5.00
Post-baccalaureate Diploma	6.50			

Notes:

*Some programs have higher requirements.

** The minor CGPA is only assessed in cases where the course(s) taken via LOP count towards the minor requirement

In addition: 1) you must be in a Carleton degree program; 2) you must have successfully completed a minimum of 3.0 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 by the ISSO, you will be required to submit this completed International Summer Language Program Letter of Permission application. 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 - <https://carleton.ca/isso/international-opportunities/oui-summer-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 post-baccalaureate 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 on LOP do not count as residency credits nor do they satisfy the [advanced credits in the major](#) requirement.

4. You must be enrolled in a degree program, certificate or post-baccalaureate diploma, and the proposed course(s) must be acceptable to your program. For example, you will not receive approval for a first-year course if you have

already attained the maximum number of first-year courses for your program.

5. Courses taken and passed at Carleton may not be repeated on LOP.
6. The course(s) taken on LOP must be within a discipline that is taught at Carleton University.
7. LOP courses are counted as credits towards your overall course load in the term the course(s) are approved.
8. 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 Registrar's Office upon completion of the course. Only official transcripts will be considered for credit evaluation. 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 by the deadline posted in Carleton Central.
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 must submit a new application for the next graduation.

Withdrawing from Courses

Notify the ISSO and Registrar's Office in writing immediately if you withdraw from any courses at the host institution.

Your Carleton Transcript

Credit for courses taken on LOP is recorded on a "pass" or "fail" basis. A passed course will be assigned a final grade of "SAT" and a failed course will be assigned a final grade of "UNS." Courses taken on LOP will not be figured into your Cumulative Grade Point Average (CGPA).

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
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
email: registrar@carleton.ca

International Summer Language Program Letter of Permission Application

- This form is to be completed upon return from the International Summer Language Program
- 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	Academic Session: Summer 20_____
Address	

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 https://carleton.ca/registrar/letter-of-permission/#sect4 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.

Office Use Only:

By submitting this form, you acknowledge that you have read the following [privacy notice](#).