

**Please complete and submit this form to the Student Services Office, Room 200 Macdonald Hall.**

PERSONAL INFORMATION	
Student Name:	
Student Number:	

HOST UNIVERSITY INFORMATION (WHERE STUDENT PLANS TO STUDY)	
Host University Name:	
Term(s) Away from Queen's University: <input type="radio"/> Fall <input type="radio"/> Winter <input type="radio"/> Summer	
Academic Year of Study:	
Start and End Dates at Host University:	

<b>Reasons for requesting Letter of Permission to this school (please attach a separate letter, if necessary):</b>

## LETTER OF PERMISSION TO OTHER CANADIAN COMMON LAW FACULTIES

A limited number of JD students, other than transfer students, are permitted to study at another law school in Canada for one term or academic year in their second or third year of law. A Queen's J.D. student may apply for a letter of permission to study at another Canadian law faculty subject to the condition that the student has or will complete first year law together with a minimum of 28 upper year credits in residence at Queen's Faculty of Law. Personal and academic factors provided by the applicant are weighed in determining whether she or he will be granted a letter of permission. The student granted a letter of permission must ensure that he or she completes all other Queen's J.D. degree requirements. A letter of permission from Queen's Faculty of Law serves as official recognition that subject to conditions set forth in the letter, courses successfully completed in the specified Canadian law school will be accepted for credit towards the Queen's J.D. degree.

The application process for a letter of permission to a Canadian law faculty is as follows:

1. Students must complete and submit the Letter of Permission (LOP) Application Form to the Student Services Office, room 200, Macdonald Hall. The application form is available in the QLaw Portal under Student Forms.
2. If a student's request for a letter of permission is granted by the Assistant Dean of Students, the student is responsible for completing and submitting the application for admission and supporting documentation as required to the university to which she or he has been granted a letter of permission. The university to which a student applies makes the decision as to whether to admit the applicant to their law school for the term specified. If the host law school is Ontario, then an upper-year application for admission to the host law school must be submitted through OLSAS by May 1<sup>st</sup> for admission in the following academic year at the host law school.

The granting of a letter of permission is subject to the following conditions:

1. Students must satisfy the Faculty's Overall Residency Requirement (see the JD academic calendar).
2. Students must complete the Substantial Term Paper Requirement at Queen's.
3. Students are strongly encouraged to complete the mandatory upper-year courses (LAW-225 Civil Procedure, Law-440 Business Associations and Law-334 Legal Ethics and Professionalism), the Practice Skills Requirement and the Advocacy Requirement at Queen's. Any student wishing to complete a degree requirement while on a letter of permission must seek the approval of the Assistant Dean of Students.
4. Upon acceptance to the other university, students must submit their course selections as early as possible to the Assistant Dean of Students for approval. Courses will not be approved if they overlap substantially with coursework already completed at Queen's or elsewhere.
5. Upon the release of grades from the other university, students are responsible for ordering an official transcript to be sent directly from the other university to the Assistant Dean of Students in order to have successfully completed credits recognized for transfer credit to the official academic record of J.D. degree studies at Queen's. Students should note that course credits will be transferred to the Queen's J.D. degree, but not the grade achieved. Students should order official transcripts of their completed work in the other university showing grades to support applications for employment or graduate work.
6. Students may not enroll in upper year courses at Queen's Faculty of Law or at Queen's International Study Centre that substantially overlap in content with courses successfully completed on a letter of permission.
7. Due to course requirements, students in the combined M.I.R. /J.D. and M.P.A. /J.D. degree programs are eligible for a letter of permission only during the third year of the four-year combined degree program.
8. Students who accept an offer of admission to study at another university on a letter of permission will pay the tuition and ancillary fees charged by that university. **N.B. Students studying on a letter of permission elsewhere are not eligible for merit-based or need-based awards from Queen's University during the term of the letter of permission.**

## Summer Term

Students seeking to complete courses at another Canadian law faculty during summer term for credit towards their Queen's J.D. degree must complete the same application process as described above for the fall and/or winter term. The application deadline remains the same. In addition to the conditions stated above for the fall and/or winter term for the granting of a letter of permission, students may not use credits from summer courses to reduce status from full-time to part-time during a regular term of study at the Faculty of Law at Queen's or to reduce the number of terms below four as a registered upper-year full-time student.

**I have reviewed the terms and conditions of domestic letters of permission. My signature below evidences that I have read, understood and agree to the terms and conditions.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Notice:

*By authority of the Royal Charter, 1841 of Queen's University, as amended, personal information is being collected on this form for the purposes of processing your request to study on a domestic letter of permission and enrolment management. The completed form will be kept for one year in accordance with the requirements of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31 and thereafter destroyed.*

<b>For Administrative Use Only:</b>
<b>Approved by:</b>
<b>Signature:</b>
<b>Date:</b>
<b>Notes:</b>