

# Letter of Permission Request

TRU-OL Student Services, 900 McGill Road, Kamloops, BC V2C 0C8  
Fax 250.852.6405 [www.truopen.ca](http://www.truopen.ca)

OPEN LEARNING

## GENERAL INFORMATION

- It is the student's responsibility to arrange for official transcripts to be sent (if required) to the institution where they are applying to enrol.
- In order to transfer credits to Thompson Rivers University, Open Learning (TRU-OL), an official transcript must be sent to TRU-OL Student Services upon successful course completion.
- Submit course outlines and the completed form by mail or fax to TRU-OL Student Services (as above).
- Students should allow up to two weeks to receive a mailed response.
- The information you provide to TRU-OL is collected under the Thompson Rivers University Act (BC) and will be used only to administer your request. Relevant information may be shared with institutions named on this form.
- Direct questions to Student Services, email: [student@tru.ca](mailto:student@tru.ca) or phone: 1.800.663.9711 (toll-free in Canada) or 250.852.7000 (Kamloops and International).

## ENTER TRU-OL STUDENT NUMBER

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## PERSONAL DATA (PRINT CLEARLY)

SURNAME (legal)
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FIRST NAME (legal)	FULL MIDDLE NAME(S) (legal)
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PROGRAM OF STUDY
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MAILING ADDRESS
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MAILING ADDRESS (include buzzer code if applicable)
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CITY / TOWN / VILLAGE
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PROVINCE / STATE	POSTAL CODE / ZIP CODE	COUNTRY
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HOME TELEPHONE NUMBER	BUSINESS TELEPHONE NUMBER
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AREA CODE	AREA CODE	LOCAL
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EMAIL ADDRESS (print clearly)
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## REQUEST

I am requesting a Letter of Permission to take the following course(s) at:

NAME OF INSTITUTION
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ADDRESS OF INSTITUTION
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CITY / TOWN / VILLAGE
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PROVINCE / STATE	POSTAL CODE / ZIP CODE	COUNTRY
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COURSE NUMBER	COURSE NAME
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SEMESTER (fall/winter/spring/summer)	TRU-OL REQUIREMENT
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COURSE NUMBER	COURSE NAME
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