

A. Student Information (to be completed by student)

Name: _____

Address: _____

Email: _____ Phone: _____

Are you currently enrolled in an undergraduate degree program? _____ Yes _____ No

If yes, at which institution are you enrolled? _____

B. Student Instructions

- Complete the chart below to indicate the course(s) that you are requesting permission to attempt to enrol in. Note: **This is not an enrolment form**. Once completed by the program, this form grants you permission to attempt to enrol in a course through the TMU application process.
- If you are enrolled as an undergraduate at another academic institution, submit a letter of permission with this form.
- If the requested course(s) has pre-requisites, submit evidence that you have met the pre-requisite with this permission form request (e.g., a transcript, or prerequisite information included in the letter of permission).
- If the program grants you permission to attempt to enrol in the course(s), you must:
 - apply to TMU using the TMU application form (select the program code “SSS” for special students”);
 - upload this completed permission form with your TMU application form; and
 - pay the application fee by the prescribed deadline.
- Once your TMU application is accepted, you must contact the teaching department to enrol in the course(s), providing proof of acceptance.
- Admission to the requested course(s) is not guaranteed.

Note: students under a Required to Withdraw standing (or equivalent) from any university do not qualify for Special Student status in the Faculty of Arts.

Course Code	Course Title	Semester (e.g., fall 2025)	Pre-Requisites or Anti-Requisites needed

C. Supporting Documents (to be completed by student)

As a university student enrolled elsewhere, I am attaching the following supporting documentation:

- A letter of permission
 A transcript
 Not Applicable

D. Acknowledgement (to be completed by student)

I acknowledge the following:

- This permission form does not enrol me in the requested course(s).
- Admission to the requested course(s) is not guaranteed.
- Enrolment is only for the course(s) and semester identified in this form. Enrolment in a subsequent course(s) or semester is not implied nor permitted without further approval.
- Special Students are eligible for evaluation in the course(s) taken and for a final grade statement from the Enrolment Services and Student Fees Office. Special Students are not eligible to obtain a transfer credit or a Letter of Permission to study elsewhere.
- A course taken as a Special Student, which an applicant subsequently applies as transfer credit to a program at TMU, will not be recorded as a graded course, nor will it be used in the calculation of the student's Grade Point Average (GPA).
Special Students are subject to the same academic standing and conduct requirements as students enrolled in TMU degree, diploma, or certificate programs. See [Policies - Senate - Toronto Metropolitan University \(torontomu.ca\)](#).
- I am not under a Required to Withdraw standing (or equivalent) from any university.

Print Name: _____ Signature: _____ Date: _____

E. Authorization (to be completed by Chair or Undergraduate Director)

If required, does the student have the pre-requisite?

- Yes No Not Applicable

If the student is enrolled as an undergraduate at another academic institution, is letter of permission attached?

- Yes No Not Applicable

Is it expected that there should be space in the class available for this student?

- Yes No

Print Name: _____ Signature: _____ Date: _____

Procedure (information for Program Advisors)

1. Student completes Parts A to D.
2. Return form to student after Part E is completed by Chair or Undergraduate Director.
3. Student submits completed form with their application to TMU ([How to Apply - Admissions - Toronto Metropolitan University \(torontomu.ca\)](#)).
4. Student will contact the program to be manually enrolled in the course(s) upon the acceptance of their TMU application and to provide proof of acceptance to TMU.