**NAIS国际暑期学校**

**University of Western Ontario 转学分指导**

**转学分信息：**

1. 成绩达到 C 或者以上可以转学分。
2. 最多 5 个学分可以转回 UWO。
3. UWO 学生申请 study abroad 会需要$50 的申请费。

**5 步转学分流程：**

Step1 登陆官网 www.naiseducaiton.com 查看需要上的 NAIS 课程，下载课程描述及课程大纲。

Step2 下载打印 Letter of Permissio,填写申请表格 ， 携带 NAIS 课程描述及课程大纲到 Academic Counselling office 确 认 UWO 接 受 暑 期 学 校 学 分 , 大 概 需 要 3-4 周 时 间 完 成 课 程 确 认 。 (http://www.registrar.uwo.ca/course\_enrollment/pdfs/letterOfPermission.pdf)

Step3 找 Dean office 在 Letter of Permission 上签字确认，保存好签字确认的 Letter of Permission。

Step4 暑假去 NAIS 国际暑期学校上课，成绩达 C 或者 C 以上。

Step5 课程结束后，成绩单会从 NAIS 举办暑期课程的大学直接寄送到学校 letter of permission, student records。

**更多转学分信息，请向校园大使或者NAIS 国际暑期学校客服老师咨询**

**Email:** [**info@naissummer.com**](mailto:info@naissummer.com)

**Web: www.naiseducaiton.com**

**Office Tel：+86 (021) 5169-7009**

**Wechat Student Service:** **NAIS国际暑期教育平台（NAIS999）**

**Mailing address**

Attn: Letter of Permission, Student Records

Western University

Western Student Services Bldg. Rm 2140

London, Ontario, CANADA ,N6A 3K7

Tel: 519-661-2100

**学校官网转学分政策：**

**Letter of Permission**

http://www.registrar.uwo.ca/course\_enrollment/letter\_of\_permission.html

Students in degree programs at The University of Western Ontario may take courses at other accredited universities for transfer credits provided the Faculty in which they are currently registered approves such courses in advance. The approval is subject to individual Faculty/Department regulations and is granted in the form of a Letter of Permission (issued by the Registrar’s Office).

To obtain a Letter of Permission, please apply at your faculty counselling office as early as possible and at least one month prior to the commencement of classes at the other institution. Letters of Permission may take up to 3 weeks to process from the time they are received at the Registrar’s Office (signed and approved by both Department and Faculty) and the three week time frame will be enforced during the peak period of March 15th until August 31st. The application form for a Letter of Permission is available at your Academic Counselling Office. Fall/Winter Letter of Permission forms will not be processed before May 15th unless there are mitigating circumstances.

**To complete a Letter of Permission:**

Application must be submitted to your Academic Counselling office with a photocopy of the course descriptions from the Calendar of the host institution. Your application must be approved by your department and your faculty.

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[Click here to download the Letter of Permission form (pdf)](http://www.registrar.uwo.ca/course_enrollment/pdfs/letterOfPermission.pdf) The courses will only be approved if:

The course is relevant to your degree program; The course is approved for a Western equivalent;

Applicant may only take a maximum of 5.0 credits on a Letter of Permission or Exchange towards a Western degree.

Note: Each applicant will be charged a non-refundable Letter of Permission application fee. For the current Letter of Permission fee, see [Program & Supplemental Fees.](http://registrar.uwo.ca/student_finances/fees_refunds/fee_schedules.html) The fee will be added to your tuition account once billing begins for your Letter of Permission term, therefore, you may notice a delay between the processing of your Letter of Permission and the fee being applied to your account. Please check your Detailed Statement of Account (available at [student.uwo.ca)](http://student.uwo.ca/) regularly and pay your fee by the due date listed. For fee payment information, please see [Fees & Refunds.](http://registrar.uwo.ca/student_finances/fees_refunds/index.html?) It is the students' responsibility to ensure that all fees are paid. Students who do not pay the fee by the due date listed will be subject to financial and academic penalties.

You must submit written verification from the host institution if you do not register in or withdraw from approved LOP courses. If written documentation is not received from the host institution a failing grade (F) will be assigned. The written verification must come directly from the institution addressed to the Letter of Permission area at:

Attn: Letter of Permission, Student Records Western University

Western Student Services Bldg. Rm 2140 London, ON

N6A 3K7

**更多转学分信息，请向校园大使或者NAIS 国际暑期学校客服老师咨询**

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When you have completed your Letter of Permission Courses:

It is your responsibility to have an official transcript sent DIRECTLY from the host institution to the Letter of Permission Area (see address above). It must come in a sealed envelope - any opened envelopes WILL NOT be accepted. A student’s grade report is not acceptable. Please allow for 4 weeks processing time to have grades transferred to your record when submitting transcripts. To verify that your Letter of Permission grade has been added to your Western Academic Record visit your [Student Center](http://student.uwo.ca/) and click on "View Transfer Credit Report". Please ensure your Letter of Permission grade is displaying on this record before ordering your Western transcript.

Students completing their last credits for their degree on LOP must have their official transcript from the host institution sent to the Registrar’s Office no later than May 15th for Spring Convocation and prior to October 1st for Fall Convocation.

If a transcript is not received by November 1st, a grade of “F” will be recorded.

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