[**To be printed on the home institution letterhead**]

SAMPLE: Letter of Permission

[**Date**]

Undergraduate Admissions Office
The University of British Columbia
1200-1874 East Mall
Vancouver, BC V6T 1Z1 Canada

Dear UBC Undergraduate Admissions,

I, _____ [**Authorizer name**], give permission to
_____[**Student name**] to study at The
University of British Columbia's _____ campus
[**insert Vancouver or Okanagan**] campus for the 201__ [**insert year**] Winter Term 1
(Sep-Dec) or Term 2 (Jan-Apr) [**cross out wrong term**]. This student will enrol in a
maximum of five (5) courses as outlined in the attached *UBC Visiting Student Preferred
Courses Form*.

Currently, this student is in good academic standing in the Bachelor of
_____ [**insert name of study program at home**]
at _____ [**insert name of home
institution**] as demonstrated in the enclosed academic records.

Sincerely,

[**Authorizer Signature**]

[**Authorizer Name and Title**]
[**Authorizer Department / Institution**]
[**Authorizer Contact Information / Address**]

*Include the letter in your application and send it to IEC Online GmbH, Marienstrasse 19-20,
10117 Berlin, Germany*