

Procedures for Letter of Permission

A letter of permission (LOP) from the Faculty/School (or University 1) in which you are registered is required for you to receive credit for your Apprentice U courses. You should apply for the LOP before registering for the courses you wish to transfer. The following instructions are intended as a summary guideline and to direct you to essential resources on the university website. Please consult the official transfer regulations (linked below).

University of Manitoba Students:

1. Please make sure you have space in your program to accommodate electives. The 100 level courses will transfer as RLGN 1000 level, while TH 231 and HU 236 transfer as RLGN 2000 level.
2. You will find the Regulations for Letter of Permission here: <http://umanitoba.ca/registrar/letter-permission>, along with links to the Application form and Transfer Credit Equivalencies database. You will be charged an application fee of \$77.
 - The deadline for the LOP Application is eight weeks before classes start, i.e. **July 1/July 18** for Fall 2023.
3. Check the [Transfer Credit Equivalencies](#) page on Aurora to find your course. Look under Manitoba/Steinbach Bible College/Religion. BI 111 is currently under review. Unless the database currently shows a transfer equivalent (e.g. RLGN 1XXX TRANSFER 1000 LVL (3)), please submit a copy of the course syllabus with your application.
4. If you have any questions or need assistance, please email Chen@ApprenticeU.ca.

The U of M LOP Form:

- **Check: “All of my courses appear in the Transfer Credit Database ...”** and other applicable items under “Terms and Conditions.”
- **Institution (top of p. 2): Steinbach Bible College, 50 PTH 12 N, Steinbach, MB, R5G 1T4, 204-326-6451**
- **Course: BI 111: Introduction to the Bible: Old Testament**
- **Dates: September 12–December 12, 2023**
- **Department: N/A**
- **Check: “Under Review” or “No”** unless the database indicates otherwise