

**Request for Visiting Student Letter  
J.B. Speed School of Engineering**

<b>STUDENT INFORMATION</b>	
Student's Name	
Student's ID#	
E-mail Address	
Degree Program	

<b>VISITING INSTITUTION INFORMATION</b>	
Name of Institution	
Semester/Year	

<b>COURSES TO BE TRANSFERRED</b>				
Visiting Institution		U of L Equivalent		Dept Chair Authorization
Course	Credits	Course	Credits	

Student Signature	
Date	

**Notes:**

- Permission to take courses as a visiting student may be granted only to a student who is in good standing.
- Attach copies of the course descriptions from the Visiting Institution.
- Only grades of "C-" or higher are transferable.
- After you finish the courses at the visiting institution, you must arrange for official transcripts to be sent to the University of Louisville.
- Please allow a minimum of one week of processing time for your Letter of Permission. You will be e-mailed when the letter is ready to be picked up.
- Submit this form to Dr. Michael R. Harris, Office of Academic Affairs, J.B. Speed 216.