



## **Before you complete the reverse side of this form, please carefully read the following information.**

### GENERAL INFORMATION

- ◆ Complete this form only if you wish to:
  - enrol in a course that requires a post secondary level prerequisite that you have completed at another institution or
  - use transfer credit for Graduation purposes (associate degree, diploma, certificate or citation). *See Important Notes below.*
- ◆ The following documents are required to support your request:
  - for BC institutions: – official transcripts
  - for out-of-BC institutions: – official transcripts and official course descriptions
  - for out-of-Canada institutions: – originals of foreign transcripts and official course descriptions must be submitted with official English translations.
- ◆ Please DO NOT submit a request for transfer credit if you are an applicant to the Bachelor of Business Administration program.

### DEADLINES

- ◆ Transfer credit requests take *6 to 8 weeks* for processing.
- ◆ Requests and supporting documents must be received at least two months before the beginning of the semester in which you wish to enrol to ensure that any prerequisites you require for registration are on your computer file.
  - May 15 for Fall Semester Registration
  - October 15 for Spring Semester Registration
  - February 15 for Summer Semester Registration

### FEES

- ◆ \$4.00 per course completed at a BC institution
- ◆ \$6.00 per course completed outside of BC

### RESTRICTIONS

- ◆ You may not transfer more than 60% of your program. Please refer to the Langara College Calendar or website at [www.langara.bc.ca](http://www.langara.bc.ca) for program information.
- ◆ Do not include courses which are currently in progress. Only courses successfully completed will be considered for transfer.
- ◆ For graduation: Requests for transfer credit (with all supporting documents attached) to meet graduation requirements should be made when you begin your program.

### NOTIFICATION

- ◆ You will receive notification of transfer credit evaluation by mail.

### **IMPORTANT NOTES FOR TRANSFER OF CREDITS FOR GRADUATION PURPOSES:**

To ensure transfer credit requests are processed in time for the graduation in June, requests must be submitted before March 15.

To use unassigned or assigned transfer credit which is not an exact equivalent to the course(s) required in your program, or to transfer credits in the last 40% of your program, you must submit a letter to the Chair, Graduation Adjudication Committee, through the Registrar's Office, together with the course outline(s), requesting approval to use this credit towards your program before March 15.

You must submit an application to graduate if you wish to receive your program's credential. Graduation applications are available on the Registrar's Office website. The deadline to apply is March 15.



**Before you complete this form, please carefully read the information on the front page.**

CURRENT PROGRAM:  ARTS AND SCIENCE  
 CAREER

DATE \_\_\_\_\_

NAME OF PROGRAM: \_\_\_\_\_

FAMILY NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ LANGARA IDENTIFICATION NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

*(Use a separate Transfer Credit Request Form for each institution.)*

**TRANSFERRING INSTITUTION**

If you are not submitting an official transcript with your request, please ✓ one of the following:

- official transcript is in my file at Langara     official transcript has been ordered on \_\_\_\_ (Y) \_\_\_\_ (M) \_\_\_\_ (D)
- official transcript will follow

COURSE NAME & NO. OF COMPLETED COURSES. <i>(If course is completed outside BC, an official course description must be attached.)</i>	LANGARA COLLEGE EQUIVALENT <i>(If unsure, leave blank)</i>	OFFICE USE ONLY				
		COURSE	CREDIT	GRADE	COMPLETION DATE (YYMMDD)	DEPARTMENT SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

If you are currently registered in any course for which credit has been granted, and it is not your intention to repeat the course, please be sure to formally drop or withdraw from that course by the published deadlines. Tuition refunds are not available after the "drop" period. Please refer to the Registration Guide for details.

Do you intend to use this transfer credit towards the completion of your program and graduate at the upcoming June convocation ceremony? Yes  No

*If yes, see Important Notes for Transfer of Credits for Graduation Purposes on the reverse page.*

Payment authorization: VISA <input type="checkbox"/> Mastercard <input type="checkbox"/>
Card No.: _____
Expiry Date: _____
Amount: _____                      Signature: _____

STUDENT'S SIGNATURE \_\_\_\_\_

OFFICE USE ONLY		Amount:
ADM 9 sent: (Pending for) _____	Fee required: _____	<b>PAID STAMP HERE</b>
ADM 11 sent: (Notification) _____	Transcript: <input type="checkbox"/>	
Remarks: _____	Description: _____	
_____	Logged: _____	
ADMISSIONS SIGNATURE _____	DATE _____	