

Now What?...

Request for Transfer Credit **for courses completed outside British Columbia:**

1. Is your file complete?

For your file to be complete and ready for evaluation, we require the following:

- a) a completed *Request for Transfer Credit* form
- b) an official transcript forwarded in a sealed envelope directly from the issuing institution to us
- c) detailed course outlines: Outlines must include the following information: Comprehensive description of material covered, number of hours of instruction per week, length of semester, texts used and grading profile for each course. The outlines must also be from the year and / or semester in which the courses were taken and must be supplied by the institution. Calendar descriptions are not sufficient for evaluation.
- d) document evaluation fee: \$25

2. What will happen next?

Your complete file will be reviewed by our Transfer Credit department. The courses for which you are granted transfer credit will be entered onto your official Kwantlen academic record. If an equivalency to a prerequisite course is being assessed, you will not be able to register for the Kwantlen course until this evaluation is complete.

3. When will I know the results of this evaluation?

Have you submitted your request by published deadlines?	For:	Fall Term	→	April 1 st
		Spring Term	→	October 1 st
		Summer Term	→	February 1 st

If so, your results will be posted on your academic record and you will receive a letter explaining what has been granted. As a general rule, **allow six to eight weeks for processing**. We do make every attempt to complete your file by your registration date. Keep in mind: The sooner you submit your complete request, the sooner we can evaluate your courses and update your record.

4. How will you notify me?

We will communicate decisions by mail. We may also need to contact you during the evaluation period, which we will attempt by phone and / or mail. Please ensure your contact information is current. To update your address, phone number, or email address, go to **MyKwantlen**:
<https://my.kwantlen.ca/cp/home/displaylogin>

5. How can I check the status of my request?

First, we respectfully request that you allow us time to process your file. Making frequent enquiries regarding the status of your request only slows down the evaluation process for everyone. Should you be concerned that your request is taking too long and we have not contacted you for further information, you may call Student Enrolment Services at (604-599-2000). A Student Services Specialist will be able to give you general information such as whether your file is complete, whether further information or documentation is required, or approximately how long it will be before all your coursework is evaluated.