



REQUEST FOR TRANSFER CREDIT - FOR COURSES COMPLETED IN BRITISH COLUMBIA

Submission of an incomplete Request for Transfer Credit Form will result in processing delays. PLEASE PRINT IN BLACK INK

Student Name _____ Phone # _____

Student Number _____ Program _____

All correspondence will normally be sent to the mailing address we have on file (see Personal Information in Online Self-Service). If you would like us to update your address, or ensure the one we have on file is correct, please complete the following section:

Street _____

City _____ Province _____ Postal Code _____

Use the address above for this request only. Do not update my address on file.

THE FOLLOWING SUPPORTING DOCUMENTS ARE **REQUIRED**:

- 1. **OFFICIAL TRANSCRIPT** – An official transcript must be forwarded in a sealed envelope directly from the issuing institution to Kwantlen Polytechnic University.

This transcript is from: _____ and is: being forwarded by the institution
Name of Institution on file with KPU

- 2. **DETAILED COURSE OUTLINES** (for all courses NOT appearing in the BC Transfer Guide: www.bctransferguide.ca)

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 outline(s) must also be from the year and/ or semester in which the course(s) were taken and must be supplied by the institution. Please note that calendar descriptions are not sufficient for evaluation.

Please note the following:

- It is not necessary to stipulate which courses you wish to have evaluated for Transfer Credit. **All courses on transcripts submitted will be evaluated.**
- A grade of C- or less does not permit students to pursue another course for which the graded course was a prerequisite.
- The transfer of credits and the transfer grade point average become part of the student's **permanent record** at Kwantlen Polytechnic University.
- All transcripts and other documents filed in support of this request become the property of Kwantlen Polytechnic University and will not be returned unless they are deemed to be irreplaceable. If you believe the documents you are submitting to be irreplaceable, please request and complete a Document Receipt Form.
- When the evaluation is complete, you will be notified by email and / or via your **Online Self Service** account.

Student Signature: _____ Date: _____

OFFICE USE ONLY:
Date Received _____ Received By _____
Number of Documents Submitted _____ Course Outlines Submitted: Yes _____ No _____