



# Approval for Transfer Credit

Student Records, Downtown campus  
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Phone: 604.871.7000, option 4  
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PLEASE PRINT CLEARLY

vcc.ca

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student Number \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_ Birthdate (DDMMYYYY) \_\_\_\_\_

Name of Program: \_\_\_\_\_ Banner Term Date: \_\_\_\_\_  
Year \_\_\_\_\_ Month \_\_\_\_\_

**Complete all information on this form and attach required official sealed transcripts. *Without these official transcripts a transfer credit cannot be completed.* All documents issued in a foreign language must be officially translated in English. Students must apply for transfer credit in a course(s) prior to the start of a program.**

VCC Course Number & Name (eg: Acct. 1100 Finance)	Transfer from which Institution.	Institution Course Number & Name (eg: Fin 100 Intro to Finance)	Office use only Approved Yes/No

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

Comments:

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Department Approval \_\_\_\_\_

Date \_\_\_\_\_

The information on this form is collected under the authority of the BC Freedom of Information and Protection of Privacy Act (1992) and is needed to process any changes in your student record. If you have any questions about the collection and use of this information, contact the registrar.

## DEFINITIONS

Transfer Credit is defined as credit for a VCC course(s) and may be granted based on a successful completion of similar post-secondary courses which overall, constitute equal content to course(s) at VCC. A student seeking transfer credit is required to produce the necessary documents (e.g. official transcripts of grades and detailed course outlines in English). To be eligible for a VCC certificate or diploma, students must complete at least 25% of the course credits for the credential at VCC.

**Final approval for granting transfer credit rests with the instructional Department. Transfer credits are eligible towards a program certificate, diploma or degree.**

**Please note:** The awarding of transfer credit may reduce the number of courses required in a term, which may affect eligibility for financial assistance.