Transfer Credit Request

Broadway campus
1155 East Broadway, Vancouver, B.C. V5T 4V5

Downtown campus
250 West Pender St., Vancouver, B.C. V6B 1S9

p: 604.871.8702
e: transfercredit@vcc.ca

www.**vcc.ca**

Email to transfercredit@vcc.ca or submit in person to the Registrar's Office at any VCC campus.

Complete all information on this form and provide detailed course outlines. **Official transcripts received directly from the issuing institution are required.** Without these documents a transfer credit request cannot be completed. All documents issued in a foreign language must be officially translated into English. Requests for transfer credit are subject to an administrative service fee. International students should contact the IE Office (ieservices@vcc.ca) in advance to see how any awarded transfer credit may affect their immigration status.

1. Personal information

Student ID

Last name (family name) First name

Phone Email Birthdate (DD/MM/YYYY)

Student signature Date (DD/MM/YYYY)

2. Program information

Name of program Term (year and month)

3. Course transfer information

Other institution course name/number (e.g. Acct. 1100 Finance)	Transfer from which institution	**VCC** course name/number (e.g. Fin. 11 Intro to Finance)	for office use only **Approved Yes/No**

4. Additional information

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). Transfer Credit in combination with credits received through Prior Learning Assessment and Recognition (PLAR) will not exceed a maximum of 65% of the total credits of a VCC program.

Transfer credits are eligible towards a VCC program, certificate, diploma or degree. Transfer Credit cannot be awarded for courses used towards program Admissions Requirements.

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

5. Comments (for office use only)

Comments

Processed by Date Processed (DD/MM/YYYY)

The information on this form is collected under the authority of the BC Freedom of Information and Protection of Privacy Act (1996) 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's Office.

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