Transfer Credit Request

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

Email

Downtown campus 250 West Pender St., Vancouver, B.C. V6B 1S9 p: 604.871.7000, option 8f: 604.443.8450e: 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.

Personal information

Student ID									

Last name (family name)

VANCOUVER

COLLEGE

First name

Phone

Birthdate (DD/MM/YYY)

Student signature

Date (DD/MM/YYY)

Program information

Name of program

Term (year and month)

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					

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).

To be eligible for a VCC certificate or diploma, students must complete at least 35% of the course credits for the credential at VCC.

Transfer credits are eligible towards a VCC 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.

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.