



## Transfer Credit Request

STUDENT INFORMATION		
<b>Student Number:</b>	<b>Student Name:</b>	
<b>Mailing Address:</b>		
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Phone Number:</b>	<b>Email Address:</b>	
<b>Student Signature:</b>		<b>Date (DD/MM/YY):</b>
IMPORTANT INFORMATION		
<ul style="list-style-type: none"> <li>Current applicants and students with prior post-secondary education completed within the past 7 years are eligible to submit a Transfer Credit Request to have their courses evaluated for transfer credit to Douglas College . In progress courses will not be evaluated.</li> <li><a href="#">Official transcripts</a> must be sent directly from your prior post secondary institution and received within 2 weeks of your request.</li> <li><a href="#">Detailed course outlines</a> produced by the sending institution are required for each course completed outside of BC.</li> <li>Official translations are required for all official transcripts and detailed course outlines that are not in English.</li> <li><a href="#">Detailed course outlines</a> may also be required for courses within BC that have not been previously articulated.</li> <li>All transcripts and other documents filed in support of your transfer credit request become the property of Douglas College and will not be returned unless they are deemed irreplaceable.</li> <li>Transfer credit awarded by Douglas College may not necessarily be granted by another institution.</li> </ul>		
IMPORTANT DEADLINES		
<ul style="list-style-type: none"> <li>To ensure transfer credit is done in time for your registration, requests must be received by these published deadlines:  <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span><b><u>April 15th</u> - for Fall Semester</b></span> <span><b><u>September 15th</u> - for Winter Semester</b></span> <span><b><u>January 16th</u> - for Summer Semester</b></span> </div> </li> <li>Requests involving the submission of course outlines can take up to 3 months to process.</li> </ul>		
CHECK APPROPRIATE BOX	POST SECONDARY OFFICIAL TRANSCRIPT(S)	
<p>Official transcript(s) are on their way (Deadline: 2 weeks)</p> <p>Official transcript(s) submitted within the last 12 months          Date: _____</p> <p>Outlines attached          PDF files of outlines can be submitted by paper or by emailed to <a href="mailto:transfercredit@douglascollege.ca">transfercredit@douglascollege.ca</a></p>	<p>Please evaluate my post secondary official transcript(s) from:</p> <p>_____</p> <p>_____</p> <p>_____</p>	

Please email completed form and/or questions regarding the status of your Transfer Credit Request to [transfercredit@douglascollege.ca](mailto:transfercredit@douglascollege.ca) or print and drop-off your completed form to Enrolment Services.

Date Received:  
 Enrolment Services

**Collection Notice**

Your personal information is collected by Douglas College under the authority of Section 27 (2) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to process your Transfer Credit Request. Questions about the collection of this information may be directed to the Associate Registrar for Transfer Credit at 604-777-6093 or email: [reg\\_admin@douglascollege.ca](mailto:reg_admin@douglascollege.ca)