

GENERAL INFORMATION

- Complete this form only if you wish to:
 - Enrol in a course that requires a post-secondary level prerequisite that you have completed at another institution or,
 - Use transfer credit for graduation purposes (associate degree, diploma, certificate, or citation). See *Important Notes* below.
- The following documents are required to support your request:
 - BC institutions: official transcripts, and course outlines upon request.
 - Institutions outside BC: official transcripts and course outlines and/or syllabi
 - Institutions outside of Canada: originals of foreign transcripts and official course outlines and/or syllabi (if written in a language other than English, both must be submitted with recognized English translations).**NOTE:** outlines/syllabi must be accurate for the dates you attended the classes.
- If you are currently registered in any course for which credit has been granted, and it is not your intention to repeat the course, please be sure to formally drop or withdraw from that course by the published deadlines available on the Langara website. Tuition refunds are not available after the “drop” period. Please refer to the online Registration Guide for details.

DO NOT submit a request for transfer credit if you are an applicant to either the Bachelor of Business Administration (BBA) Program or the Bachelor of Recreation Management (BRM) Program. You should contact Admissions for information on BBA or BRM transfer credit.

DEADLINES

- Transfer credit requests take 6 to 8 weeks to process from the date that all required documents are received.
- Requests and supporting documents must be received at least two months before the beginning of the semester in which you wish to enrol. This is to ensure that any prerequisites you may be granted will be on your student record in time for registration.
 - May 15th for Fall Semester Registration
 - October 15th for Spring Semester Registration
 - February 15th for Summer Semester Registration
 - January 3rd for June Graduation – see below for more details

FEES

- \$4.00 per course completed at a BC institution
- \$6.00 per course completed at an institution outside of BC

RESTRICTIONS

- You may not transfer more than 60% of your program. Please refer to the Langara College website at www.langara.ca for program information.
- Do not include courses that are currently in progress. Only courses successfully completed will be considered for transfer credit.
- For Graduation: requests for transfer credit (with all supporting documentation attached) to meet graduation requirements should be made when you begin your program or as soon as the course is graded and you are able to obtain an official transcript showing that grade. See **important notes** below for more information.

NOTIFICATION

- You will receive notification of transfer credit evaluation by email.

IMPORTANT NOTES FOR TRANSFER CREDITS FOR GRADUATION PURPOSES:

Requests must be submitted before January 3, 2017 to ensure transfer credit requests are processed in time for the convocation ceremonies in June 2017.

To use unassigned or assigned transfer credit which is not an exact equivalent to the course(s) required in your program, or to transfer credits in the last 40% of your program, you must submit a Request for Graduation Adjudication with the appropriate documentation (for details, visit: <http://langara.ca/registration-and-records/graduation/process-application/grad-adjudication.html>) to Registrar and Enrolment Services, together with the course outline(s), requesting approval to use this credit towards your program before February 1, 2017.

You must submit an Application for Graduation if you wish to receive your program’s credential. Graduation applications are available on the Registrar and Enrolment Services website at <http://langara.ca/departments/registrar-and-enrolment-services/forms.html>. The deadline to apply is February 1, 2017.

Transfer Credit Request Form

Registrar & Enrolment Services

NAME: _____ **DATE:** _____

LANGARA ID: _____ **DATE OF BIRTH:** _____

EMAIL: _____ **PHONE NO.:** _____

PROGRAM: _____

TRANSFERRING INSTITUTION: _____ Use separate forms for different institutions

An official transcript is required to process transfer credit.

Select one of the following:

- I am submitting my transcript with this request
- My official transcript is already on file at Langara
- My official transcript has been ordered on _____(M) _____(D) _____(Y)

Do you intend to use this transfer credit towards the completion of your program and graduate at the upcoming June convocation ceremony?

Select one of the following:

- No
- Yes*

**See Important Notes for Transfer of Credits for Graduation Purposes on reverse.*

COMPLETED COURSE SUBJECT & No.	LANGARA EQUIVALENT (if known)	OFFICE USE ONLY					
		ATTRIBUTES	COURSE	CREDIT	GRADE	COMPLETION SEMESTER	INITIALS

Payment authorization: VISA Mastercard

Card No.: _____

Expiry Date: _____ Amount: _____

Card holder signature: _____

I have carefully read the information on the reverse side before submitting this form.

Signature: _____

OFFICE USE ONLY Logged: _____

Pending for: Transcript: Request Sent: Received:

Outlines: Request Sent: Received:

Other: Request Sent: Received:

Sent to department(s) : _____

Incomplete assessment: _____ (initials & date)

Full assessment complete: _____ (initials & date)

Student notified: _____ (initials & date)

PAID STAMP HERE