



Transfer Credit Request Form

Office of the Registrar MAILING ADDRESS:
P.O. BOX 2503, NEW WESTMINSTER, B.C. V3L 5B2
Email: transfercredit@douglascollege.ca

Date Received Registrar's Office:

STUDENT NUMBER

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TODAY'S DATE (eg.01-JAN-2016)

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IMPORTANT NOTES:

- Transfer credit will not be granted for courses which exceed the College's time limit policy. Arts courses must be 10 years old or less. Science and Math courses must be 7 years old or less.
- All requests from foreign and out-of-province institutions MUST include detailed course outlines supplied by the institution from the time period attended. Requests received without outlines will not be processed. If not already in English, some institutions are able to provide official English translations of transcripts and outlines, but if not, we require the original documents in the official language of the home country - and an authenticated English translation. Please see our [OUTLINES INFORMATION SHEET](#) for the detailed list of items that outlines must include.
- Detailed course outlines will be requested for BC post-secondary courses that have not been previously articulated.
- Requests involving the submission of course outlines can take up to **3 months** to process, but may take longer during peak periods. Please ensure that you submit your request with outlines ASAP to avoid processing delays and registration issues.

Last Name	First Name
Street	
City	Province
Postal Code	Phone No.
Email Address	

Student Signature

Check Appropriate Box Official Transcripts are retained on file for one year

- Official transcript(s) attached
- Official transcript(s) to follow (Deadline: 6 weeks from request)
- Official transcript(s) submitted within the last 12 months Date:
- Official course outlines attached

Douglas College program applied for or currently enrolled in:

Please evaluate my POST SECONDARY OFFICIAL TRANSCRIPT(S) from:

IMPORTANT DEADLINES: To ensure transfer credit is done in time for your registration requests must be received by these published deadlines
April 15th - for Fall Semester **September 15th** - for Winter Semester **January 16th** - for Summer Semester

Please note: Allow 6-8 weeks for processing.

PDF FILES OF OUTLINES CAN BE EMAILED TO THE ABOVE ADDRESS. IF SUBMITTING PAPER COPIES OF DETAILED COURSE OUTLINES, TWO (2) COPIES MUST BE SUBMITTED.

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 to be irreplaceable. Transfer Credit will only be processed for students who have already applied to Douglas College and have an active application or current student status.

Transfer credit awarded by Douglas College may not necessarily be granted by another institution.