

Today's Date: \_\_\_\_\_

## Transfer Credit Request Form

- 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.

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

<b>Student Number:</b>	<b>Student Name:</b>			<b>Birth Date:</b> DD-MM-YY
<b>Street:</b>		<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Email Address:</b>			<b>Phone Number:</b>	

Check appropriate box:	POST SECONDARY OFFICIAL TRANSCRIPT(S)
Official transcript(s) attached	Please evaluate my post secondary official transcript(s) from:  _____  _____  _____
Official transcript(s) to follow (Deadline: 6 weeks from request)	
Official transcript(s) submitted within the last 12 months Date: _____	
Official course outlines attached	

PDF files of outlines can be submitted by paper or by emailed to [transfercredit@douglascollege.ca](mailto:transfercredit@douglascollege.ca)

### PLEASE NOTE:

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.

Date Received:  
Registrar's Office

**STUDENT SIGNATURE**

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### 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, Admissions at 604-527-5358 or email [reg\\_admin@douglascollege.ca](mailto:reg_admin@douglascollege.ca)