



# TRANSFER CREDIT REQUEST – PART-TIME STUDIES

## Student Information and Enrolment Services

SW1-1ST Floor, 3700 Willingdon Avenue, Burnaby, BC, Canada, V5G 3H2

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**Instructions:** 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to BCIT.

**Use this form only if you have already declared in a part-time studies program.**

Apply for transfer credit if there are courses in your BCIT program that you believe you have completed at another institution. Submit official transcript(s) and course outline(s) for all proposed transfer credits.

Fields marked with an asterisk (\*) are **mandatory**.

### PERSONAL INFORMATION

Your BCIT ID Number* <b>A0</b>	Legal First Name (given name)*	Legal Last Name (family name)*	Birth Date (DD-MMM-YYYY)*
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### CONTACT INFORMATION

Please provide at least one phone number\*

Mailing Address (number and street)*			Home Phone Number
City*	Province	Postal Code*	Mobile Phone Number
Country*	Email Address*		

### PROGRAM INFORMATION

Program Name*	
Program Option (if applicable)	Credential* (e.g. certificate)

I would like transfer credit for the following courses.

BCIT Subject Code	BCIT Course Number	Post-secondary institution where equivalent course was completed	Other PSI Subject Code	Other PSI Course Number	Grade	Year Completed	OFFICE USE ONLY
							Program Area Approval
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

**OFFICE USE ONLY**

Advisor Comments

BCIT Authorization

Date

**TRANSFER CREDIT**

- > Transcripts must be translated into English by an official translator
- > Course outlines should include description of learning outcomes, course length (total hours), textbook details and method of evaluation
- > Contact your previous post-secondary institution to obtain the required documents

**PROCESSING TIME**

Please allow up to 8 weeks for processing.

**QUESTIONS**

Information about part-time studies programs is available at [bcit.ca/study](http://bcit.ca/study).