



Transfer Credit Request

Broadway campus
1155 East Broadway, Vancouver, B.C. V5T 4V5

Downtown campus
250 West Pender St., Vancouver, B.C. V6B 1S9

p: 604.871.7000, ext. 8411
f: 604.443.8450
e: transfercredit@vcc.ca

www.vcc.ca

Please submit to the Registrar's Office.

Complete all information on this form and attach required documents, such as official transcripts of grades and detailed course outlines. Without these documents a transfer credit request cannot be completed. All documents issued in a foreign language must be officially translated in English. **Students must apply for transfer credit in a course(s) prior to the start of a program.**

Personal information

--	--	--	--	--	--	--	--	--	--	--

Student ID

.....
Last name (family name)

.....
First name

.....
Phone

.....
Email

.....
Birthdate (DD/MM/YYYY)

.....
Student signature

.....
Date (DD/MM/YYYY)

Program information

.....
Name of program

.....
Term (year and month)

Course transfer information

Other institution course name/number (e.g. Acct. 1100 Finance)	Transfer from which institution	VCC course name/number (e.g. Fin. 11 Intro to Finance)	for office use only Approved Yes/No

Additional information

Transfer Credit is defined as credit for a VCC course(s) and may be granted based on a successful completion of similar post-secondary courses which overall, constitute equal content to course(s) at VCC. A student seeking transfer credit is required to produce the necessary documents (e.g. official transcripts of grades and detailed course outlines in English).

To be eligible for a VCC certificate or diploma, students must complete at least 25% of the course credits for the credential at VCC.

Final approval for granting transfer credit rests with the instructional department. Transfer credits are eligible towards a program certificate, diploma or degree.

Please note: The awarding of transfer credit may reduce the number of courses required in a term, which may affect eligibility for financial assistance.

Comments and approval (for office use only)

.....
Comments

.....
Department approval

.....
Date approved (DD/MM/YYYY)

The information on this form is collected under the authority of the BC Freedom of Information and Protection of Privacy Act (1996) and is needed to process any changes in your student record. If you have any questions about the collection and use of this information contact the Registrar's Office.