

Transfer Credit Request Form

Office of the Registrar

MAILING ADDRESS: P.O. BOX 2503, NEW WESTMINSTER, B.C. V3L 5B2



Douglas College

Today's Date: (eg. 15DEC2004)

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STUDENT NUMBER

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

Date Received: Registrar's Office

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

Official transcript(s) are attached

Official transcript(s) to follow (Deadline: 6 weeks from request)

Official transcript(s) submitted within the last 12 months

Date:

Student Signature

Program applied for or currently enrolled in:

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

Please note: Allow 4-6 weeks for processing. All requests from foreign and most out-of-province institutions must include detailed course outlines for each course you wish to transfer. Detailed course outlines may be required for BC post-secondary courses that have not been articulated, and/or for all Arts courses over 10 years old, Math & Science courses over 7 years old.

Transfer credit will only be processed for students who have already applied to Douglas College. Transfer credit awarded by Douglas College may not necessarily be granted by another institution.

OFFICE USE ONLY

Comments:

Data Entered: _____
Office of the Registrar, Staff Signature

S T A

Date: _____