
GENERAL INFORMATION

- Complete this form only if you wish to:
 - Enrol in a course that requires a post-secondary level prerequisite that you have completed at another institution or,
 - Use transfer credit for graduation purposes (associate degree, diploma, certificate, or citation). See Important Notes below.
- The following documents are required to support your request:
 - Institutions within British Columbia: Original official transcript. Detailed course outlines may be requested.
 - Institutions outside British Columbia: Original official transcript and detailed course outlines.
- Notes:
 - Required outlines must be specific to/effective for the semester the course was completed.
 - If issued in a language other than English, all required transcripts and outlines must be accompanied by original English translations (by a recognized certified translator).
 - Transcripts (and all required translations of transcripts and course outlines) must be original official documents. Photocopied, faxed, scanned, emailed or electronic copies are not sufficient for transfer credit purposes. (Exception: electronic transcripts can be ordered from the BC institutions participating in the electronic transcript exchange: Douglas College, KPU, SFU, UBC, UBCO, UFV.)
 - Documents submitted in support of a transfer credit request become the property of Langara College and will not be returned. If you believe your documents are irreplaceable, you must let us know BEFORE submitting them.

Do not submit a request for transfer credit if you are an applicant to either the Bachelor of Business Administration (BBA) Program or third-year entry of the Bachelor of Recreation Management (BRM) Program. You should contact Admissions for information on transfer credit.

DEADLINES

- Transfer credit requests take 6 to 8 weeks to process from the date that all required documents are received.
- Requests and supporting documents must be received by the following deadlines. This is to ensure that any prerequisites you may be granted will be on your student record in time for registration. (Late requests will not be denied, but please note that they may not be completed prior to registration.)
 - May 1st for Fall Semester Registration
 - October 1st for Spring Semester Registration
 - February 1st for Summer Semester Registration
 - January 5th for June Graduation – see below for more details

FEES

- \$4.00 per course completed. Fees in Canadian dollars and are NON-REFUNDABLE.

RESTRICTIONS

- You may not transfer more than 60% of your program. Please refer to the Langara College website at www.langara.ca for program information.
- Do not include courses that are currently in progress. Only courses successfully completed will be considered for transfer credit.
- For Graduation: requests for transfer credit (with all supporting documentation attached) to meet graduation requirements should be made when you begin your program or as soon as the course is graded and you are able to obtain an official transcript showing that grade. See important notes below for more information.

NOTIFICATION

- You will receive notification of transfer credit evaluation by email.

IMPORTANT NOTES FOR TRANSFER CREDITS FOR GRADUATION PURPOSES:

Requests must be submitted before January 5th to ensure transfer credit requests are processed in time for the convocation ceremonies in June.

To use unassigned or assigned transfer credit which is not an exact equivalent to the course(s) required in your program, or to transfer credits in the last 40% of your program, please contact the Graduation Department at gradeval@langara.ca.

You must submit an Application for Graduation if you wish to receive your program's credential. Graduation applications are available on the Registrar and Enrolment Services website at <http://langara.ca/departments/registrar-and-enrolment-services/forms.html>. The deadline to apply is February 1st.

SUBMIT COMPLETED FORM WITH CORRECT FEE (\$4 per course requested)
 In person with cash, cheque, Visa or Mastercard: Registrar & Enrolment Services Office (T Building);
 By mail with cheque: Registrar & Enrolment Services, Langara College, 100 West 49th Avenue,
 Vancouver, BC, V5Y 2Z6;
 Online at feeportal.langara.ca (search for Transfer Credit Request form).

Transfer Credit Request Form

Registrar & Enrolment Services
 Email questions to: transfercredit@langara.ca

STUDENT INFORMATION

LANGARA IDENTIFICATION NUMBER – leave blank if you do not have one

		DATE
LEGAL LAST OR FAMILY NAME	LEGAL FIRST OR GIVEN NAME(S)	
EMAIL ADDRESS	PRIMARY TELEPHONE	
TRANSFERRING INSTITUTION <small>USE SEPARATE FORMS FOR DIFFERENT INSTITUTIONS.</small>	LANGARA PROGRAM	

AN OFFICIAL TRANSCRIPT IS REQUIRED TO PROCESS TRANSFER CREDIT.
 SELECT ONE OF THE FOLLOWING:

- I am submitting my transcript in person
 My official transcript is already on file at Langara
 My official transcript has been ordered on
 _____ (DD) _____ (MM) _____ (YY)

DO YOU INTEND TO USE THIS TRANSFER CREDIT TOWARDS THE COMPLETION OF YOUR
 PROGRAM AND GRADUATE AT THE UPCOMING JUNE CONVOCATION CEREMONY?
 SELECT ONE OF THE FOLLOWING:

- Yes
 No

*See Important Notes for Transfer of Credits for Graduation Purposes on reverse.

REQUEST TO ADD TRANSFER CREDIT

COMPLETED COURSE SUBJECT & NUMBER	LANGARA EQUIVALENT (IF KNOWN)	OFFICE USE ONLY					
		ATTRIBUTES	COURSE	CREDIT	GRADE OR EXEMPT	COMPLETION SEMESTER	INITIALS

DECLARATION:

- I HAVE CAREFULLY READ ALL THE INFORMATION ON THIS FORM BEFORE SUBMITTING.
 BY SUBMITTING THE INFORMATION I HAVE ENTERED ON THIS APPLICATION, I CERTIFY THAT A) I AM THE PERSON NAMED IN THE "STUDENT INFORMATION" SECTION ABOVE, AND B) THE INFORMATION I HAVE SUBMITTED IS TRUE, CORRECT AND COMPLETE.

OFFICE USE ONLY		LOGGED:
PENDING FOR: <input type="checkbox"/> TRANSCRIPTS:	<input type="checkbox"/> REQUESTS SENT:	<input type="checkbox"/> RECEIVED:
<input type="checkbox"/> OUTLINES:	<input type="checkbox"/> REQUESTS SENT:	<input type="checkbox"/> RECEIVED:
<input type="checkbox"/> OTHER:	<input type="checkbox"/> REQUESTS SENT:	<input type="checkbox"/> RECEIVED:
SENT TO DEPARTMENT(S):		PAID STAMP HERE:
INCOMPLETE ASSESSMENT:	DATA ENTRY CHECKED	
FULL ASSESSMENT:	STUDENT NOTIFIED:	