

For UFV students planning to do course work at another institution, transfer the course(s) back to UFV and apply the course(s) to a program.

Complete this form in **dark blue or black ink** and return it to the UFV Admissions Office or fax to 604-853-0138. A credential evaluation officer will determine the UFV equivalency of the course(s), then forward your request to your program head for approval. Once approved, an official letter of permission will be mailed to you. If your request is denied, you will be contacted and informed of this decision.

Letters of permission will not be issued to new students, students on academic warning and students with a cumulative GPA of less than 2.0.

Regulations governing transfer credit are outlined in the UFV Calendar. (Courses are approved only if applicable toward your current program at UFV.)

It is your responsibility to forward a copy of the Letter of Permission to the institution you plan to attend, and to arrange for an official transcript to be sent to the UFV Admissions and Records Office when you have completed your course(s). Credit will **not** be awarded without an official transcript.

Student information

UFV student ID		Current UFV program	
Last name (family name)		First name and initials	
Mailing address (street number, street)			
City or Town	Province	Country (if not Canada)	Postal code
Home phone <small>Area code</small>	Other phone <small>Area code</small>	Email	

Institution and course information

Name of institution (for which permission to attend as a visiting student is requested):

Dates of attendance: to (Letter of permission will be valid for these dates only.)

Reason for attending another institution:

Course subject & number at other institution (e.g. PSYC 101)	Course title at other institution (e.g. Introductory Psychology I)	DO NOT WRITE IN THIS SPACE	
		UFV course code	Credits

Student's signature	Date
---------------------	------

OFFICE USE ONLY

Program approval/signature	Date
----------------------------	------

LABEL