UNIVERSITY OF THE FRASER VALLEY

REQUEST FOR TRANSFER CREDIT

For students who have completed post-secondary courses at another institution.
Please complete in **dark blue or black ink**.

Personal information

UFV student ID	Legal last name (family name)	Legal first name (in full)	Middle name (if applicable)

Mailing address (street number, street)	City or Town	Province

Country (if not Canada)	Postal code	Email address

Home phone	Birthdate
Area code	Y Y Y Y M M M D D

Please indicate your name as it appears on the transcript(s) if different from above. (An original document showing proof of name change must be provided.)	Indicate UFV program currently enrolled in/applied for:

Transcript information

Note: A transcript is considered official if it is sent directly to UFV from the originating institution in the original sealed envelope with the institution's name and address imprinted upon it.

Transcripts are: ☐ Being sent ☐ On file in A&R office

NAME OF INSTITUTION from which you are requesting transfer credit	LOCATION (City or country)	CREDENTIAL AWARDED (If any)	Are you attending now? Y/N

Transfer regulations and guidelines

- All transferrable courses will be entered on your record (regardless of grades).
- Graduation requires that a portion of a program be completed at UFV; this may range from 25% to 50% depending on the program.
- Only documents considered to be irreplaceable will be returned at the student's request, immediately following evaluation.
- Course outlines detailing course content, assignments, and textbooks, may be required.
- If you require assistance planning your courses at UFV, arrange to meet with an advisor.
- Courses accepted for transfer credit to UFV may not apply to your program — you should contact your program advisor for help in determining the applicability of your transfer credit.

Student's signature	Date

Out-of-country evaluation fee

For students with post-secondary documents that originate outside Canada, a $75 (domestic students) or $250 (international students) document evaluation fee will be charged.

One fee covers all transcripts submitted at one time. (There is no charge for transfer evaluation within Canada.)

You will be contacted to pay the fee when your official transcript arrives in our office.

OFFICE USE ONLY

LABEL

Revised: 14-Feb-2011