



TRANSFER CREDIT REQUEST FORM for Outgoing Student Exchange

This form must be completed by Bachelor of Commerce students who wish to seek transfer credit to the University of Alberta for coursework to be done while on exchange to another institution. Credit from an exchange program is not automatically granted but must be approved on a case-by-case basis.

CHECK LIST:

- Read all instructions and complete both pages of this form
- Submit the original form to your Undergraduate Student Advisor (ugradbus@ualberta.ca)
- Attach all course syllabi or descriptions
- Sign and date form

Name: _____ UofA ID: _____

Email: _____ Phone: _____

Exchange Institution: _____

Exchange Period: _____ to _____

Current Year of Program: _____ Major: _____

How is credit determined at the host institution (i.e. at the U of A, 3 credits is equivalent to 3 hours of lectures for a 16 week period)?

What is a full-time course load at the host institution (credits/courses)?

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act*, for the purpose of administering international student exchange programs within the Bachelor of Commerce and MBA programs at the Alberta School of Business. Authorization to reproduce Personal Information process and will be protected under Part 2 of that *Act*. Questions concerning the collection, use and disposal of this information should be directed to: Cathy Anne Pachnowski of the Information & Privacy Office at 780-492-3840.

