

ALBERTA SCHOOL OF BUSINESS

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 Attach all course syllabi or descriptions Sign and date form	
Name:	UofA ID:
Email:	Phone:
Exchange Institution:	
Exchange Period:	to
Current Year of Program: Ma	ajor:
How is credit determined at the host institution (i.e. at the U o for a 16 week period)?	f A, 3 credits is equivalent to 3 hours of lectures
What is a full-time course load at the host institution (credits/c	courses)?

Protection of Privacy - The personal information requested on this form is collected in accordance with 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 program at the Alberta School of Business. Personal information collected via this form will be protected under Part 2 of that Act. For further information or questions concerning the collection, use, disclosure and disposal of this information, please contact: International Programs Coordinator, 3-21B Business Building, University of Alberta, Edmonton AB T6G 2R6, 780-492-4895.

- When filling out the following form it is recommended that you list 2 or 3 more courses than you wish/plan to take. This will give you some backups and allow flexibility if a course is unavailable upon your arrival or if you change your mind about your original selections.
- Please inform the International Exchange Office as well as the Undergraduate Program Office immediately if any changes are made to your original course selections.
- To be eligible for credit, courses must contain an academic assessment component. **Student must successfully complete the course with a minimum grade of C**-. (*Conversion scales are used for institutions using a grading system different from that of the UofA. Students will not be disadvantaged by institutional differences.)
- Note: ECTS credits are only applicable at European Institutions.

							OFF	OFFICE USE ONLY	
	Course	Level at Host	Credit at Host	ECTS	UofA Credit	Preferred UofA	UofA	UofA Course	
Course Name/Title at Host Institution	Number	Institution	Institution	Credit	Requested	Course Equivalent	Credits	Equivalent	
STUDENT NAME:	ID:		STUDENT SIGNAT		ATURE:		DATE:		
		-							
School of Business Undergraduate Progran	n Office Use O	nly							
Specialization or Concentration:	: Maximum Transfer Credit (subject to individual program requirements):								
Space for Junior Level Electives:	lectives: Comments:								
Approved by:			Date:	☐ Copy to participating student Date: ☐ Copy to International Exchange Office					