



TRANSFER CREDIT REQUEST FORM for BEd Student Exchange

This form **should** be completed by **Bachelor of Education** students who wish to obtain transfer credit to the University of Alberta for coursework to be done while on an official 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
- ✓ Email the completed form to the Education Student Services Office (educ.info@ualberta.ca)
- ✓ Attach all course syllabi as PDFs (Maximum of ten courses)

Name: _____ UofA ID#: _____

Ualberta email: _____

Please indicate what institution abroad you have been approved to attend, what terms you are approved for, and the dates of attendance (e.g. University of Glasgow in Winter 2025, January 25th, 2025 - April 26, 2025)

How is credit determined at the host institution (i.e at the UofA, 3 credits is equivalent to 3 hours of lectures for a 16 week period) and what is a full-time course load at the host institution (# of 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 Education at the Faculty of Education. 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: the Information & Privacy Office at privacy@ualberta.ca

- It is recommended that you list 2 or 3 more courses than you are able to take.
NOTE: Our office will only assess up to a maximum of ten courses for a single term (fall or winter) exchange.
- Please inform the International Exchange Office as well as the Education Student Service Office (educ.info@ualberta.ca) immediately if any changes are made to your original course selections.
- To be eligible for credit, courses must contain an academic assessment component. **Students 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.*



UNIVERSITY OF ALBERTA

OFFICE USE ONLY

Course Name/Title at Host Institution	Course Number	Level at Host Institution	Credit at Host Institution	ECTS Credit	Preferred UofA Course Equivalent	UofA Credits	UofA Course Equivalent

STUDENT NAME: _____ **ID:** _____ **DATE:** _____

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Program (ED510/515/520/525):	Major: _____ Minor: _____
Maximum Transfer Credit:	Comments: _____

Processed by: _____	Date: _____
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