

Online Learning and Continuing Education Transfer Credit Request

Transfer credit may be granted for successfully completed course work from a recognized or accredited post-secondary institution that is relevant to the program the student has been admitted to. Transfer credit may not be granted for course work completed more than 5 years prior to the date of this request. There is a fee of \$125 for each course being assessed.

Instructions:

Please complete this form and email it to Online Learning and Continuing Education at cpe@ualberta.ca for approval. Your Official Transcript **MUST** be provided by the issuing institution or authority and cannot be submitted by the student. The issuing institution or authority can submit your transcript through either of the following ways:

- as an electronic copy to transcripts@ualberta.ca sent from the issuing institution's email address
- as a hardcopy by mail directly to the Office of the Registrar, 3-294 University Commons, University of Alberta, Edmonton, AB, Canada T6G 2R3

Personal Information

						Student ID	
First Name	Last Name		Phone	Cell	Work	Home	Date of Birth (MM/DD/YY)
Mailing Address		City/Town	Province/State		Postal/ Zip Code		Country

Transfer Credit Information

Apply transfer credit towards the _____ from _____
 (name of program) (name of institution)

Course Number & Name or Prior Learning information	Hours/Credits	Year Taken	Grade	Faculty of Extension Course Number & Name	Hours	Programming Office Approval (FOR OFFICE USE ONLY)

Payment Information

I will pay the **\$125 per transfer credit** approved: **Total \$** _____

MONEY ORDER CHEQUE
 CREDIT CARD (In Person Only)

U of A Staff: INDENT

INVOICE

Make money orders or cheques payable to the University of Alberta.

If employer is to be invoiced, please include a Letter of Authorization (LOA) on company letterhead, or an authorized Purchase Order (PO) signed by signing authority (not student).

The University of Alberta values the security of your personal information. For your security **please do not document your credit card information on this form**. If you have indicated that you will pay by credit card, we will contact you to coordinate payment once your transfer credit is approved.

Please note: Your credit transfer will not be finalized until payment has been received.

Declaration and Student's Signature

I certify that the information on this application is true and complete in all respects. I understand that misrepresentation and/or falsification of documents are serious offences and may result in prosecution under the University's codes of behaviour and/or Criminal Code of Canada.

Student's Signature	Date (MM/DD/YYYY)

Protection of Privacy – Personal information provided is collected in accordance with Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* (the FOIP Act) and will be protected under Part 2 of that Act. It will be used for the purpose of processing student requests by the University of Alberta. Should you require further information about collection, use and disclosure of personal information, please contact the Assistant Registrar, Enrolment Services at ropriv@ualberta.ca. Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority.