

**Office of the Registrar**
[uab.ca/ask](http://uab.ca/ask)

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 Continuing and Professional Education at [cpe@ualberta.ca](mailto: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](mailto:transcripts@ualberta.ca) sent from the issuing institution's email address
- as a hardcopy by mail directly to the Office of the Registrar, Administration Building, University of Alberta, Edmonton, Alberta, Canada T6G 2M7

Student ID Number
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**Personal Information**

First Name	Last Name	Phone	Cell	Work	Home	Date of Birth MM/DD/YY
Mailing Address		City/Town		Province		Postal Code

**Transfer Credit Information**

Apply transfer credit towards the \_\_\_\_\_ (name of program)

from \_\_\_\_\_ (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 \$ \_\_\_\_\_

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

MONEY ORDER     CHEQUE     CREDIT CARD

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

U of A Staff:     INDENT

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.

**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 processing student requests by University of Alberta. For information about the collection and use of this information contact the Office of the Registrar at [uab.ca/ask](http://uab.ca/ask). Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority.

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**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

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