



## TRANSFER CREDIT REQUEST FORM for Outgoing Student Exchange

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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:

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- Read all instructions and complete both pages of this form
- Submit the original form to your Undergraduate Student Advisor (BCom Office, 2-20 Business)
- 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: \_\_\_\_\_

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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.

- 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.*

							OFFICE USE ONLY	
Course Name/Title at Host Institution	Course Number	Level at Host Institution	Credit at Host Institution	ECTS Credit	UofA Credit Requested	Preferred UofA Course Equivalent	UofA Credits	UofA Course Equivalent

STUDENT NAME: \_\_\_\_\_ ID: \_\_\_\_\_ STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

School of Business Undergraduate Program Office Use Only	
Specialization or Concentration: _____	Maximum Transfer Credit (subject to individual program requirements): _____
Space for Junior Level Electives: _____	Comments: _____
Approved by: _____	Date: _____
	<input type="checkbox"/> Copy to participating student <input type="checkbox"/> Copy to International Exchange Office