Transfer Credit Request Form

GENERAL INFORMATION

Langara may award credit for courses completed at recognized post-secondary institutions, or through International Baccalaureate (IB), Advanced Placement (AP), or A Level (Advanced Level) programs. Credit is not awarded for skill building, adult basic education, or continuing studies courses.

Complete this form only if you wish to:
- Enrol in a course that requires a post-secondary level prerequisite that you have completed at another institution; or
- Use transfer credit for graduation purposes. See important notes below.

The following documents are required to support your request:
- Original official transcript. Transcript must be submitted in the original, sealed envelope from the issuing institution or electronically sent directly to Langara from the issuing institution.
- Institutions within British Columbia: Detailed course outlines may be requested.
- Institutions outside British Columbia: Detailed course outlines are required.
- Do not include courses that are currently in progress. Only courses successfully completed will be considered for transfer credit.

If you are an applicant to one of the following programs, please contact admissions advising or international admissions advising if you are an international applicant for information regarding applying transfer credit to your student record: Bachelor of Business Administration, Bachelor of Recreation Management, Bachelor of Science in Nursing, Bachelor of Science in Nursing (Advanced Entry), or Diploma in Nutrition and Food Service Management (Advanced Standing).

Notes

1. Required outlines must be specific to/effective for the semester the course was completed.
2. If issued in a language other than English, all required transcripts and outlines must be accompanied with original English translations from: STIBC, MOSAICBC, or another translation service recognized and accepted by Langara.
3. Transcripts (and all required translations of transcripts and course outlines) must be original, official documents. Photocopied, faxed, scanned, emailed, or electronic copies are not sufficient for transfer credit purposes. (Exception: electronic transcripts can be ordered from the BC institutions participating in the electronic transcript exchange: Douglas College, KPU, SFU, UBC, UBCO, UFV, and VCC.)
4. Documents submitted in support of a transfer credit request become the property of Langara College and will not be returned. If you believe your documents are irreplaceable, you must let us know **before** submitting them.
5. Transfer credit awarded and entered on a student's record becomes a permanent part of their record and cannot be removed later.

DEADLINES

Transfer credit requests may take up to eight weeks to process from the date that all required documents are received. Requests and supporting documents must be received by the following deadlines. Late requests will not be denied, but may not be completed prior to registration.
- May 1 for fall semester registration
- October 1 for spring semester registration
- February 1 for summer semester registration

FEES

$4.00 per course completed. Fees are in Canadian dollars and are non-refundable.

NOTIFICATION

You will receive a notification of transfer credit evaluation by email.

IMPORTANT NOTES FOR TRANSFER CREDITS FOR GRADUATION PURPOSES

1. Up to 50% of Langara certificate, diploma, associate degree, and bachelor's degree program requirements may be transferred from a recognized sending institution. Transfer credit cannot be used to fulfill graduation requirements for citation, post-degree diploma, post-degree certificate programs, or micro-credentials. Please refer to the Langara College Regular Studies Credentials and Micro-Credentials Policy, F1001 for details.

2. Unassigned or assigned transfer credit which is not an exact equivalent to the course(s) required in your program, may not satisfy graduation requirements. Please contact a graduation advisor at gradeval@langara.ca for information regarding graduation requirements for your program.

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SUBMIT COMPLETED FORM WITH CORRECT FEE ($4 per course completed)

In person with cheque, debit, Visa, or Mastercard: Registrar & Enrolment Services Office (T Building);

By mail with cheque: Payable to Langara College. Langara College, 100 West 49th Avenue, Vancouver, BC, V5Y 2Z6;

Online at feeportal.langara.ca (search for Transfer Credit Request form).

For questions regarding transfer credit, please email transfercredit@langara.ca. **Please note transfer credit request forms cannot be sent via email.**

STUDENT INFORMATION

Langara ID: _____

Date (YYYY/MM/DD): _____

Last or family name: _____

First or given name(s): _____

Email address: _____

Phone: _____

Transferring institution: _____
(use separate forms for different institutions)

Langara program: _____

An official transcript is required to process transfer credit. Select one of the following:

☐ I am submitting my transcript in person.

☐ My official transcript is already on file at Langara.

☐ My official transcript has been ordered on _____ _____ _____.
　　　　　　　　　　　　　　　　　　　　　　　　YYYY　　MM　　DD

If you intend to use this transfer credit towards the completion of your program requirements, please indicate your anticipated program completion term:

☐ Spring (Jan–Apr)

☐ Summer (May–Aug)

☐ Fall (Sept–Dec)　　　　Year: _____

*See Important Notes for Transfer of Credits for Graduation Purposes on reverse.

REQUEST TO ADD TRANSFER CREDIT

Completed Course Subject & Number (as it appears on your transcript)	Langara Credit Requested	OFFICE USE ONLY					
		Attributes	Course	Credit	Grade or Exempt	Completion Semester	Initials

DECLARATION

☐ I have carefully read all the information on this form before submitting.

☐ By submitting the information I have entered on this application, I certify that a) I am the person named in the "Student Information" section above, and b) the information I have submitted is true, correct, and complete.

OFFICE USE ONLY			Logged:
Pending for: ☐ Transcripts:	☐ Requests sent:	☐ Received:	
☐ Outlines:	☐ Requests sent:	☐ Received:	
☐ Other:	☐ Requests sent:	☐ Received:	

Sent to department(s): _____

Paid stamp here:

Incomplete assessment: INITIALS & DATE	Data entry checked: INITIALS & DATE
Full assessment: INITIALS & DATE	Student notified: INITIALS & DATE

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