Transfer Credit Referral Form

Instructions: **All students wishing to apply for course credit for the Bachelor of Engineering or Bachelor of Software Engineering program, based on a course or courses taken at another institution, must do so within the first four months after entry to the program. <u>This time is strictly enforced</u>.**

A Letter of Permission must be obtained from the BEng or BSEng Office prior to undertaking studies at another institution for credit towards the UVic degree program.

The student's program advisor will discuss the student's request in the context of his/her program and refer the matter to the BEng office, if necessary.

Resources:
BEng Course Credits Policy Information
http://www.engr.uvic.ca/documents/

University of Victoria Transfer Guide
http://serverweb.adms.uvic.ca/searchatctg.htm:

British Columbia Transfer Guide
http://bctransferguide.ca/

Part 1:

Student name: _____ Student #: V00_____
Last, First (Please Print Clearly)

Request date: _____/_____/_____ E-mail address: _____@engr.uvic.ca
Month / Day / Year

UVic Course _____

Other Institution course: _____

Letter of Permission required: ☐ Term: _____

Course is transferable (in the transfer guide) and fits the program. ☐

Reason credit should be granted: _____
(Attach relevant documentation)

Student's Signature: _____

Part 2:

Student Advisor Comments:

I approve of the above request: Yes No

Comments: _____

_____

Advisor's Signature: _____