LETTER OF PERMISSION/TRANSFER CREDIT REQUEST FORM

If students wishing to apply for course credit for the Bachelor of Engineering of Bachelor of Software Engineering programs based on a course, or courses taken at another institution, must do so within the first four months after entry to the program. The time limit is strictly enforced.

A Letter of Permission must be obtained from the Engineering Undergraduate Office prior to undertaking studies at another institution that will be used for credit towards your UVic degree program. Please complete Part 1 of this form and submit it to your student advisor.

British Columbia Transfer Guide: www.bctransferguide.com

Part 1: To be completed by student

Request Date: _________________

Student Name: _________________________________________  Student Number: V00____________

Email Address: __________________________________________

Term Course to be Taken: ____________________________________

UVic Course: ______________________________________________

Other Institution Course (Institution Name & Course Code): ________________________________

__________________________________________________________________________________

Course is Transferable as per the BC Transfer Guide: ☐

Student's Signature: ________________________________

Part 2: To be completed by advisor

Student Advisor Comments:

I approve of the above request: Yes  No

Name: ________________________________  Signature: ________________________________

Comments: ________________________________

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__________________________________________________________________________________

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