



**University
of Victoria**
Engineering

Engineering Undergraduate Office
Room EOW 206
University of Victoria

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Victoria, B.C.
V8W 2Y2 Canada

Tel: 250-721-6023
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LETTER OF PERMISSION/TRANSFER CREDIT REQUEST FORM

Students wishing to apply for course credit for the Bachelor of Engineering or 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. Credit for courses completed outside the Faculty of Engineering will only be granted for courses in which a grade of C or higher, or the equivalent, is awarded.

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. If you decide, at any time, not to complete this course(s), you must contact your student advisor. Failure to do so will result in a transcript hold being placed on your student account.

*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: _____
