Letter of permission (LoP) to take a course elsewhere and transfer credit

Student submits request to Academic Advising Centre

- •Students must be registered in or have completed 6 units of coursework at UVic.
- Student submits request for a LoP to the Academic Advisng Centre (\$10 fee).
- •For courses that will be taken in the US or another international institutions, requests should be submitted at least 8 weeks prior to departure.

Academic Advising Centre and Office of the Registrar process the request

- A copy of the LoP will be sent to the student and the selected institution by email once the transfer credit has been determined.
- Processing normally takes 10 business days; courses that have not previously been evaluated for transfer creidt will take longer.
- •Where no specific transfer credit evaluation exists, or when it cannot be established, an open letter of permission may be issued to facilitate registration.

Student submits transcripts and transfer credit is awarded

- •Students must provide UVic with official transcripts within three months of completing the last course in which they were registered, regardless of whether they passed or failed the courses.
- Failure to provide a transcript within the three months may lead to denial of transfer credit or other disciplinary action.
- Students can be put on probation or asked to withdraw from UVic based on grades achieved at another institution.
- Transfer credit cannot be used for UVic residency requirements.

Exchange program and exchange credit

Applying for ISS exchange program

•Student is enrolled in an undergraduate program in the Faculty of Humanities, Science or Social Sciences and registered as a full-time student in good standing having completed at least one year of study at UVic.

Selecting institution and assessing exchange credit

- Student reviews partner universities for detailed program information and checks exchange credit histories for partner institutions.
- Student meets with exchange student adviser at ISS to talk about exchange plans and application materials.
- •ISS exchange student adviser provides ticket for student to book appointment with academic adviser to discuss exchange credit and degree requirements.
- •Student applies to the ISS exchange program for nomination to host university.
- After nomination is accepted, student applies to host university.

Exchange credit evaluation

- •Students must provide UVic with official transcripts within three months of completing the last course in which they were registered, regardless of whether they passed or failed the courses.
- Failure to provide a transcript within the three months may lead to denial of exchange credit or other disciplinary action.
- Students can be put on probation or asked to withdraw from UVic based on grades achieved at another institution.
- Exchange credit can be used towards UVic residency requirements.