



Transfer Credit Request

NAME _____ PHONE _____

EMAIL _____ PROGRAM _____

In support of your request for transfer credit based on courses taken at other post-secondary institutions, OFFICIAL TRANSCRIPTS must be submitted to PLBC. COURSE DESCRIPTIONS for the courses for which you are requesting transfer credit would also expedite the speed at which we can process your request.

OFFICIAL TRANSCRIPT(S) and COURSE DESCRIPTIONS

OFFICIAL TRANSCRIPTS must be certified and forwarded directly the issuing institution or delivered by hand in the original envelope on which the seal has not been broken. In many cases your institution can provide a print-out of course descriptions for courses listed on your transcript. If this is not available to you, please provide an Academic Catalogue.

PLEASE INDICATE BELOW WHETHER THE OFFICIAL TRANSCRIPT IS:

- Attached
- Being forwarded from the issuing institution(s)
- On file at PLBC

All transcripts and other documents filed in support of this request become the property of PLBC and will not be returned. If requested, original documents that are irreplaceable may be returned once the evaluation has been completed.

TRANSFERING CREDIT FROM:

1. _____
2. _____
3. _____
4. _____
5. _____

IMPORTANT DATES

For requests for transfer credit to be processed by the beginning of a semester, students should submit this Transfer Credit Request form together with transcripts and course descriptions by the following dates. The College will still receive submissions after these dates but cannot guarantee they will be processed by the beginning of the semester.

- For students beginning in the Fall Semester: **August 1**
- For students beginning in the Spring Semester: **December 1**
- For students beginning in the Summer Semester: **April 1**

SIGNATURE _____ DATE _____

OFFICE USE ONLY

- REGISTRAR: Date received _____
- ADMISSIONS: Transcript posted to student file _____
- REGISTRAR: Date processed _____
- REGISTRAR: Date entered _____
- REGISTRAR: Date response sent to student _____

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