

Request for Transfer Credit Form

Submit to your Student Advisor, c/o Extended Education, 185 Extended Education Complex, University of Manitoba, Winnipeg, MB R3T 2N2 or fax 204-272-1626. Please contact the Student Advisor to verify documentation required before submitting this form.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Last Name: _____ First (Given) Name: _____

Student Number: _____ Date of Birth (yy/mm/dd): _____

Credit requested to University of Manitoba based on:

From institution: _____ For U of M program: _____

Course Title: _____ Course Title: _____

Course Number: _____ Grade: _____ Hours: _____ Course Number: _____ Hours: _____

From institution: _____ For U of M program: _____

Course Title: _____ Course Title: _____

Course Number: _____ Grade: _____ Hours: _____ Course Number: _____ Hours: _____

From institution: _____ For U of M program: _____

Course Title: _____ Course Title: _____

Course Number: _____ Grade: _____ Hours: _____ Course Number: _____ Hours: _____

From institution: _____ For U of M program: _____

Course Title: _____ Course Title: _____

Course Number: _____ Grade: _____ Hours: _____ Course Number: _____ Hours: _____

From institution: _____ For U of M program: _____

Course Title: _____ Course Title: _____

Course Number: _____ Grade: _____ Hours: _____ Course Number: _____ Hours: _____

Please ensure you have met the following requirements as laid out on the website. Also include all required documentation with your request:

I authorize access to my University of Manitoba transcript

Signature: _____ Date: _____

Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of assessing the applicant's eligibility for a course credit in a certificate program. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

METHOD OF PAYMENT

For CIM transfers, challenge, seminar study or prior learning. Please indicate type of payment. All applicable fees must accompany this form.

Cash – In-person only. Debit – In-person only. Cheque/Money Order – Payable to the University of Manitoba (post-dated cheques can not be accepted).

Payment by credit card – Complete the following section. Visa MasterCard

Card holder's name (as it appears on the card): _____ Amount: \$ _____

Authorizing signature: _____

Credit card number: _____ Expiry date: _____

Request for Transfer Credit Form (Administration)

THIS SECTION TO BE COMPLETED BY THE STUDENT ADVISOR

Course credit request has been: Approved Denied Is on Grid

Comments: _____

The following must be completed if submitting to the Course Credit Committee. Please attach ALL applicable documents as listed below:

Completed Course Content Evaluation Form (Instructor recommendation)

Course

- Official transcript (no photocopies)
- Course or program completed within the last ten years
- Grade of C or better
- Course outline

Seminar

- Proof of attendance
- Learning agenda
- Number of contact hours
- Completed within the last ten years
- Seminar assignment graded

Type of transfer

- Transfer (on the grid)
- Transfer (not on the grid)
- Transfer (expired from the grid)
- Standing agreement
- Substitute course
- Challenge for credit
- Seminar Study
- Prior Learning Assessment and Recognition (PLAR)

Have original transcripts been provided? Yes No

Do grades meet program requirements? Yes No

Signature: _____ Date: _____

THIS SECTION TO BE COMPLETED BY THE COURSE CREDIT COMMITTEE

1. Approved - add _____ to the grid for ____ years (standard is 5 years) Denied Pending Initial: _____

If credit is denied or pending, explain: _____

2. Approved - add _____ to the grid for ____ years (standard is 5 years) Denied Pending Initial: _____

If credit is denied or pending, explain: _____

3. Approved - add _____ to the grid for ____ years (standard is 5 years) Denied Pending Initial: _____

If credit is denied or pending, explain: _____

4. Approved - add _____ to the grid for ____ years (standard is 5 years) Denied Pending Initial: _____

If credit is denied or pending, explain: _____

5. Approved - add _____ to the grid for ____ years (standard is 5 years) Denied Pending Initial: _____

If credit is denied or pending, explain: _____

Signature: _____ Date: _____

THIS SECTION TO BE COMPLETED AND THE STUDENT'S RECORD UPDATED BY STUDENT AND INSTRUCTOR SERVICES

Comments: _____

Signature: _____ Date: _____

OFFICE USE