



RECRUITMENT, ADMISSIONS + INTERNATIONAL DEVELOPMENT  
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## TRANSFER CREDIT REQUEST FORM

This form is for students who have completed a course at another post-secondary institution and would like to have it assessed for transfer credit but did not request a Letter of Permission prior to registering for the course.

- The completed form can be submitted to the Admissions Advisor in Student Services.
- Total cost of transfer credit assessment = \$30.00. Student record will not be updated until fee has been paid in full.
- Please pay at the Student Commons.

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Name of Post-Secondary Institution Attended: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TRANSFER COURSE selected by student	EMILY CARR EQUIVALENT recommended by student	RESULT decided by the University
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

### CHECK LIST

- An official transcript from the sending institution(s) if not already in student files.
- The course description and credit or instructional hours.
- For students whose transcripts are not reported in the English language, a comprehensive international credential evaluation report must be provided by either WES (World Education Services) or ICES (International Credential Evaluation Service).

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### OFFICE USE ONLY

Credits assessed by: \_\_\_\_\_ Date: \_\_\_\_\_

Student Record Update:    Yes    No

Comments: \_\_\_\_\_

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## EMILY CARR UNIVERSITY TRANSFER CREDIT INFORMATION FOR NEWLY ADMITTED STUDENTS

New first year Foundation students are initially assessed transfer credit for courses applicable to the first year. A further assessment of transfer credit occurs automatically once students have been admitted to their second year major programs. Assessment worksheets are completed by the Admissions Office and mailed to students normally with their offer of admission.

- Assessment fee: There is no charge for this assessment.

New transfer students admitted to second or third year are assessed transfer credit where applicable. Assessment worksheets (program requirement worksheets) are completed by the Admissions Office and mailed to students normally with their offer of admission.

- Assessment fee: There is no charge for this assessment.

Students who feel that additional transfer credits should be granted must fill out a transfer credit request form. Each assessment will require that the student provide detailed information about the course(s) taken and the course(s) at Emily Carr for which credit is sought. Detailed information includes: an official transcript from the sending institution(s) if not already in student files, the course name/number, description and credit or instructional hours. For students whose transcripts are not reported in the English language, a comprehensive international credential evaluation report must be provided by either WES (World Education Services) or ICES (International Credential Evaluation Service). Information about these services can be researched on the internet.

- Assessment fee: Further assessments will be charged a non-refundable assessment fee of \$30 regardless of whether the credits are granted or not.

### GUIDELINES

- Courses eligible for transfer must be equivalent to Emily Carr courses. Each course at Emily Carr is generally equal to 3.0 credits or 45 instructional contact hours per semester (15 weeks). Courses must be completed at accredited government authorized post-secondary institutions, colleges and universities.
- A maximum of 50% of the total credits required to complete the program at Emily Carr may be transferred.
- Communication, philosophy and general humanities courses cannot be used to substitute for English Literature courses.
- Transfer courses taken elsewhere must be equal to the year level required at Emily Carr; i.e. 100 level courses cannot transfer as 200 level courses.
- Transfer courses must be appropriate in subject matter and outcomes to the student's required Emily Carr courses; i.e. painting courses cannot substitute photography courses or general academic courses cannot substitute art history courses.
- Humanities courses include: philosophy, literature, art history, classical studies, and languages.
- Social Science courses include: psychology, anthropology, geography, political science, sociology, and women's studies.
- Science courses include: biology, chemistry, earth science, physical geography, wood science, physics, astronomy, oceanography, and mathematics.
- Course substitutions generally must be approved by the student's Dean through the Academic Advisor.