



Our **MISSION** To inspire our learners to realize their individual potential.
 Our **VISION** To achieve educational excellence in a people-centred environment.
 Our **VALUES** are Respect, Safety, Trust, Pride, Ethics, Quality and Accountability.



TRANSFER CREDIT REQUEST

Course work must be successfully completed at a recognized or accredited post-secondary institution, and is relevant to the program that the student has applied to. Transfer credit may not be granted for work completed more than 7 years prior to the date of this request. Transfer credit will be awarded only where credit has been earned. A standing of "satisfactory" may be required where the course is a pre-requisite.

Procedure

1. The applicant must submit an application for admission
2. The applicant will complete and submit this form to the Office of the Registrar no later than 2 months prior to the start of the course.
3. For transfer credit, an official transcript must be submitted directly from the issuing institution. Photocopies are not accepted.
4. Be prepared to submit course outlines and additional documentation upon request

For programs located on the Lloydminster campus fax to Student Services 780 875 1813
 For programs located on the Vermilion campus fax to Admissions Office 780 853 2955

Last Name	First Name	Middle Name
Mailing Address		Postal Code
Home Telephone Number ()	Cell Number ()	Email Address
Lakeland College Program	Campus	ID#

I am requesting transfer credit for course work completed at _____ (name institution)

Credit Requested List Lakeland College Course Number and Name	On The Basis of List Issuing Institution Course Number and Name	Year	APPROVAL				Approval Date
			Yes	No	Instructor Initials	Dept. Chair Initials	

For further information or assistance contact the program Enrolment Specialist or Academic Advisor
 I understand that grades in courses used for transfer credit will not be used in calculating weighted averages.

** refer to Proc. 5.61

Signature of Applicant

Date

STU 020-2/12