**Transfer Credit Assessment Request**

**Instructions**

1. Students must submit one *Transfer Credit Assessment Request* formper post-secondary institution listing all courses they would like assessed for transfer credit along with corresponding course outlines by emailto the Registrar’s Office (course.outlines@uleth.ca).
2. Students should provide all information requested on the following page. Where information is not available in the course outline, students should provide notes and attach additional documentation providing missing information.
* Submitting complete, detailed information allows for a thorough and timely evaluation, which provides applicants with a more accurate transfer credit assessment. If applicants do not submit or cannot provide all of the information requested, they risk being denied specific transfer credit or any transfer credit.
1. Students must provide a certified translation for course outlines written in a language other than English.

**Important Information**

* Upon review of application and supporting transcripts from other post-secondary institutions, the University of Lethbridge will automatically award transfer credit for courses previously assessed, where appropriate within the program of studies. Applicants can see the courses for which they have received transfer credit by viewing their Transfer Credit Statement on the Bridge ([www.ulethbridge.ca/bridge](http://www.ulethbridge.ca/bridge)).
* Prior to submitting a *Transfer Credit Assessment Request* form, students should check the Bridge and consult the *University of Lethbridge Transfer Credit Equivalencies Database* to ensure the courses for which they are requesting assessment have not been previously assessed.
* Transfer credit assessments take approximately four to six weeks to be completed. Students will be notified by email on a course-by-course basis when each assessment is complete and can view their updated Transfer Credit Statement on the [Bridge](http://www.ulethbridge.ca/bridge).
* For more information regarding Transfer Credit Assessment, visit <https://www.uleth.ca/ross/admission-information/adm_routes/new_transfer> or see Part 1 of the UofL Undergraduate [Academic Calendar](https://www.uleth.ca/ross/).
* The University of Lethbridge will not accept:
	+ Student translations;
	+ Transfer credit assessments from other institutions;
	+ Hard copy documents;
	+ Handwritten documents.

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| **Student Name:**      | **UofL Student ID Number:**      |
| **Name of Post-Secondary Institution Courses are Transferring from:**      |

**Transfer Credit Assessment Request Form**

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| **Course and Term Information**Fill in entire line for each course you want assessed and for which you have attached a course outline.Information should match that found on official transcripts. | **Course Outline Information\***Select checkbox if attached Course Outline includes the following components. |
| Course Code(e.g. ENGL 2010) | Course Title(e.g. Literature Studies) | Term Taken(e.g. Sep 2012, Jan 2013, May 2014) | Credits(e.g. 3.0) | Instructor’s Name and Credential(e.g. Dr. Pat Smith, Ph.D.) | Pre-Requisites(e.g. ENGL 1010) | Contact Hours(e.g. 6 lecture hours and 3 lab hours/week)Evaluation Method(e.g. 50% essays, 50% final exam)Topics Covered/Learning OutcomesTextbook(s) Used (Including title, author, edition) |
|       |       |       |       |       |       | Contact Hours [ ] Evaluation Method [ ]  | Topics Covered [ ] Textbook(s) Used [ ]  |  |  |
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| **Additional Information:** (Information missing from outlines)      |

\*A detailed course outline **must** be attached for each course listed above. Additional notes and documentation should be provided for any requested information missing from the outline.