



Information for Students Applying for Visiting Student Authorization

To consider an Application for Visiting Student Authorization (VSA), the University of Lethbridge must determine if/how each course for which VSA is sought will transfer to the University of Lethbridge. This process varies depending on whether or not a current transfer agreement exists for the course and if the institution is recognized.

To ensure timely processing of your Application for Visiting Student Authorization, please follow these procedures:

1. Research the available course(s) at the host post-secondary institution, ensuring that:
 - the course(s) are offered during the term for which Visiting Student Authorization is being requested;
 - that you are eligible to register in the course(s) at the host institution; and
 - that you can meet the admission and registration deadlines of the host institution.
2. If there is a current transfer agreement for the course(s) you wish to take you need to do nothing more to ensure transfer credit (and you may proceed directly to Step 4). To confirm the status of your proposed courses, please check the **University of Lethbridge Transfer Credit Equivalencies Database**: <https://www.uleth.ca/ross/ted>
3. If the course(s) you wish to take does not appear in the University of Lethbridge Transfer Credit Equivalencies Database, you must:
 - Complete a **Transfer Credit Assessment Request Form** (including submission of a detailed course outline and supporting materials for each course). The form and instructions can be found at this link: https://www.uleth.ca/ross/forms/transfer_credit_assessment_request_form.docx
 - When submitting a **Transfer Credit Assessment Request Form** to course.outlines@uleth.ca, use the subject line "Course Outlines for Application for VSA." Please ensure that your full name and University of Lethbridge ID number are included in the email with the submission of the materials.
 - Allow at least 4 weeks after submission of the **Transfer Credit Assessment Request Form** (and supporting materials as outlined on the form) for the transfer credit assessment to be completed.

*** Note: The **Transfer Credit Assessment Request Form** (and supporting materials as outlined on the form) must be received by the Registrar's Office a minimum of 4 weeks prior to the Visiting Student Authorization application deadline. Should the form/materials be submitted after the deadline, the student may not receive transfer credit assessment(s) prior to the visiting term. The transfer credit assessment will be conducted subsequent to the receipt of the form/materials, though there is no guarantee that transfer credit will be awarded or that the transfer credit will be applicable to your program.**

4. Submit your **Application for Visiting Student Authorization (VSA)** form directly to your Advising Office.
(This step should be completed once you have submitted the necessary documentation in Step 3. You do not need to wait until the transfer assessment is complete prior to submitting your VSA form.)
5. Await notification from your Advising Office regarding the outcome of your application for Visiting Student Authorization.