



Name (last): \_\_\_\_\_ (first): \_\_\_\_\_

UAlberta Student ID Number: \_\_\_\_\_ UAlberta email address: \_\_\_\_\_

Faculty: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Major, Specialization or Concentration: \_\_\_\_\_

Circle Type of Program: Exchange OR Summer Program

Name of Host Institution: \_\_\_\_\_ Host Country: \_\_\_\_\_

UAlberta Term(s) of Participation: \_\_\_\_\_

**INSTRUCTIONS AND INFORMATION:**

- **You must speak with an academic or student advisor in your faculty or department about transfer credit.** Different degree programs at UAlberta have different policies in place regarding the assessment of transfer credit and it will be important for you to understand what transfer credit options are open to you.
- Your faculty or department will make final decisions about any transfer credit you may wish to apply toward your degree.
- We've developed this document to help you start a transfer credit conversation with an academic or student advisor in your faculty or department. **If your faculty or department already has a similar transfer credit assessment document, be sure to use it instead of this one.**
- **Please note:**
  - o To be eligible for credit, courses must contain an academic assessment component and must be successfully completed with whatever minimum grade is required by your home faculty or department at UAlberta. (Conversion scales are used for institutions using a grading system different from UAlberta.)
  - o It could take **4 – 6 weeks** for an academic or student advisor in your faculty or department to process their part of this document.
  - o In the event that one or more of your course selections become unavailable upon your arrival be sure to contact your UAlberta department or faculty right away to let them know and to find out how they might need you to proceed.
- **Checklist:**
  - o Submit this completed document (both pages) along with all relevant course syllabi and/or descriptions to an academic or student advisor in your faculty or department.
  - o Once the document is returned to you, be sure to read it carefully. If you don't understand the feedback provided then please contact the person providing it for any required clarification.
  - o You do **NOT** need to upload a copy of the completed document to your application in Horizons.

**Transfer Credit Considerations:**

1. Use the space below to explain how credit is determined at the host institution (e.g., at UAlberta, 3 credits is equivalent to 3 hours of lecture per week for a 13 week period). [Most program description pages on the goabroad.ualberta.ca website](http://most.program.description.pages.on.the.goabroad.ualberta.ca.website) provide this information.
2. Use the space below to identify what is considered a full-time course load at the host institution. [Most program description pages on the goabroad.ualberta.ca website](http://most.program.description.pages.on.the.goabroad.ualberta.ca.website) provide this information.
3. Use the chart on the following page to indicate the courses at the host institution for which you hope to receive transfer credit toward your UAlberta degree.

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of administering study abroad programs. Direct any questions about this collection to: Education Abroad Program at 780-492-6441.

			Academic or Student Advisor Use Only	
Course Name / Title	Course Number	Units of Course Weight	UAlberta Course Equivalent	UAlberta Credits
EXAMPLE: Sociology of Kindness	SOC 2205	6 ECTS		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

**Academic or Student Advisor Use Only :**

Transfer credit has been pre-assessed as per the information in the chart above
  Transfer credit will be assessed upon student's return to the University of Alberta (pending receipt of the transcript and all supporting documents like course syllabi)

Other Comments:

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_