

Transfer Credit Letter of Permission Form – Undergraduate

LAST NAME	FIRST NAME	INITIAL	ID NUMBER
Email Address		Phone	
Degree/Major		Anticipated Date of Graduation <small>(mm/dd/yyyy)</small>	
Faculty Advisor			

Reason why you want to take the course(s) for transfer to TWU

Please also mention if you need the course for a specific reason (e.g., Natural Science Core Requirement)

Host Institution Information

Name _____	Address _____ _____ _____
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Host Institution Course Details

Please attach all syllabi unless the course is listed in the BC Transfer Guide (www.bctransferguide.ca)

Course Code	Course Title	Course Start Date <small>(mm/dd/yyyy)</small>	Credits <small>(Semester Hours)</small>	TWU Equivalent <small>(Office Use Only)</small>

Note to Student

Permission may be granted for you to enroll in the courses listed above, subject to approval of the Host Institution, subject to the following understanding:

- You must obtain a grade of D (53% or 1.00) or better for each course, unless otherwise specified by departmental requirements (see TWU Calendar for details).
- If you substitute or change enrollment in any of the above courses you must contact TWU Office of the Registrar in writing.
- Please allow 2-4 weeks to process your request.

NOTE: Courses are not always articulated (transfer decision) as requested. It is the student's responsibility to review any approval granted to make sure that it is still applicable to their program requirements.

Upon Completion of the course you must have an official transcript sent to the Office of the Registrar at Trinity Western University.

A \$25 fee is required upon submission of this form (per institution, 5 course maximum), unless the institution is listed as a Sending institution in the BC Transfer Guide.

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Student's Signature

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Date

Total Service Fee _____ Cash/Cheque Debit Credit Balance on Student Account

For Office Use Only

Date Received:

Payment Received:

Initials: