



## Transfer Credit Evaluation Request Form

**Instructions:** Students are required to complete one form for each course to be evaluated. Attach the **Transfer Credit Evaluation Request** from along with materials relevant to the course, and submit the course package by email to the Registrar's Office (course.outlines@uleth.ca). *It is strongly recommended that students begin compiling these materials prior to commencement of the course for which transfer credit is to be assessed.* Fields marked with an asterisk \* are mandatory. (Students must complete and submit an application for admission prior to assessment of post-secondary courses.)

* Institution Name			
* Course Code and/or Number (e.g. FREN 1234)			
* Course Title			
* Course Credit Value		* Total Instructional Hours	
* Prerequisite(s)			
* Completion Date			
<p>* Course outline requirements include: topics covered, learning outcomes, class schedule, duration of study (including lecture, lab and tutorial hours per week), and instructor's name and credentials.</p> <p>* Course outline attached: <input type="checkbox"/> *<u>Attach course outline(s) and any other relevant materials to your email.</u></p>			
Specific Level of Program (e.g. DELF A1 or other level assessment if known)			
Textbook (if applicable)			
Institutional information regarding: evaluations or assessments used (E.g. written assignments; examinations; computer-based quizzes; oral examinations, etc. It is recommended that you include clearly labeled samples of these items)			
Other comments or additional information			
<p>* <input type="checkbox"/> <b>Note:</b> By checking the box, you confirm that the information provided is complete, true and accurate.</p>			

Date Submitted (For Office Use Only):