University of Victoria

Faculty of Engineering and Computer Science | Engineering Undergraduate Office
Engineering Office Wing Room 206 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
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TRANSFER CREDIT REQUEST / LETTER OF PERMISSION FORM

Transfer Credit Request: For course credit obtained prior to admission to the Bachelor of Engineering/Bachelor of Software Engineering programs, there are program regulations regarding the age of a course, depth and breadth of overlap of course content and minimum grade requirements. For more information, please ask for a copy of the BENG/BSENG transfer credit policy from the Engineering Undergraduate Office.

Letter of Permission (LOP): Authorization must be obtained from the Engineering Undergraduate Office prior to undertaking studies at another institution that will be used for credit towards your Bachelor of Engineering/Bachelor of Software Engineering program. LOP course(s) must be completed by the end of the chosen four (4) month UVic term regardless of external institution timelines.

NOTE: If you decide, at any time, <u>to not complete requested course(s)</u>, you must contact your Academic Advisor. Failure to do so will result in a transcript hold being placed on your student account.

Please complete Part 1 of this form and submit it to your Academic Advisor. Please see the British Columbia Transfer Guide: www.bctransferguide.com

Part 1: To be completed by student

Request Date: _____

Student Name: _____   Student #: V0_____

Email Address: _____

Term Course to be Taken: _____

UVic Course: _____

Other Institution Course (Institution Name & Course Code):

_____

Course is Transferable as per the BC Transfer Guide: ☐

Student's Signature: _____

Part 2: To be completed by Academic Advisor

Student Advisor Comments

I approve of the above request: ☐ Yes   ☐ No

Name: _____   Signature: _____

Comments:

_____