

TRANSFER CREDIT REQUEST

Office of the Registrar

10215 – 108 Street NW, Edmonton, Alberta, Canada T5J 1L6

T 780.644.6000 | Toll-free 1.866.534.7218 | PLAR@norquest.ca | www.norquest.ca

INSTRUCTIONS

- Admitted students: complete and submit this form by email to PLAR@norquest.ca
- Look up your courses at www.transferalberta.ca. If no existing agreement exists, attach course outlines for your previous coursework.
- Submit transfer credit requests early, as assessments can take up to 12 weeks.

FOR OFFICE USE ONLY	
DATE RECEIVED	ENTERED BY

PERSONAL INFORMATION

NORQUEST STUDENT ID#	FIRST NAME / GIVEN NAME (LEGAL)	LAST NAME / SURNAME (LEGAL)
YOUR PROGRAM	WHAT IS YOUR FIRST TERM IN PROGRAM? (i.e. Fall 2021)	

TRANSFER CREDIT REQUESTED

NAME OF EXTERNAL INSTITUTION Name of College/University	EXTERNAL COURSE NAME/NUMBER e.g. ENG 102	NORQUEST COLLEGE COURSE FOR WHICH YOU ARE SEEKING CREDIT e.g. ENGL 2550

CHECKLIST (Note: if the items on the checklist have not been met your transfer credit request will not be processed.)

- I have attached full course outlines with this request form. (Only required if no agreement exists for my courses at www.transferalberta.ca). Please send request form and course outlines in one PDF document attachment.
- I achieved a grade of at least C- (or 60%) in the requested course(s). Final grades required may vary by program but if a grade shows less than this minimum requirement, it will be denied transfer.
- I have read and understood the transfer credit request process and timelines found at www.norquest.ca/transfer

Freedom of Information & Protection of Privacy (FOIP) Notification Statement

The personal information requested on this form is collected under the authority of section 65 of the Post-secondary Learning Act and section 33(c) of Alberta's Freedom of Information and Privacy Act and will be used for the purpose of assessing and granting transfer credit. For information about the collection and use of this information, contact the Policies and Regulatory Compliance Office at 10215 108 Street NW, Edmonton n, AB, T5J 1L6, Tel. 780.644.6000.

STUDENT SIGNATURE	DATE
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