

## Application for Transfer Credit

Transfer credit at College of the Rockies may be granted only for formal studies completed successfully at another recognized educational institution.

**Residency requirement:** 25% of required credits for certificates, diplomas or associate degrees must be completed at College of the Rockies.

Transfer credit is only granted when it is applied to a College of the Rockies Certificate, Diploma or Degree. Please see College Calendar for degree residency requirements.

Please include an official transcript along with detailed course outlines from the year the courses were taken. Course descriptions from College / University calendars are typically not sufficient.

A student who receives transfer credit for a course in which he or she is already registered is responsible for withdrawing from that course.

Name \_\_\_\_\_

COTR Student # \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_

Personal Email Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### DECLARATION

#### Freedom of Information/Protection of Privacy

The College of the Rockies complies with the Freedom of Information/Protection of Privacy legislation of the Province of British Columbia. Information collected on this form is used in the normal course of College operations in accordance with this legislation.

#### Please read the following before signing:

I declare that the information contained in this form is to the best of my knowledge, complete and correct. I hereby agree to comply with the rules and regulations of the College.

- Official transcript(s): submitted previously  attached  to follow
- Have you applied to College of the Rockies? Yes  No
- If currently attending, state program: \_\_\_\_\_
- State Certificate, Diploma, or Degree you wish the transfer credit be applied to: \_\_\_\_\_
- Complete information below and return to the Office of the Registrar.

Course for which Transfer Credit requested	Institution at which courses taken	Final Grade	Equivalent to College of the Rockies course	FOR OFFICE USE ONLY		
				Transfer Credit Granted	Recorded on Permanent Record	
					By	Date
1.						
2.						
3.						
4.						
5.						

**FOR Office of the Registrar  
USE ONLY**

Transfer Student

#### PROCESSED BY

ARTICULATION OFFICER \_\_\_\_\_

DATE \_\_\_\_\_

#### TRANSFER CREDIT APPROVED AS SHOWN ABOVE

REGISTRAR \_\_\_\_\_

DATE \_\_\_\_\_