

TRANSFER CREDIT REQUEST FORM for BEd Student Exchange

This form **should** be completed by **Bachelor of Education** students who wish to obtain transfer credit to the University of Alberta for coursework to be done while on an official exchange to another institution. Credit from an exchange program is not automatically granted but must be approved on a case-by-case basis.

CHECK LIST:

- ✓ Read all instructions and complete both pages of this form
- ✓ Email the completed form to your Undergraduate Student Advisor (educ.info@ualberta.ca)
- ✓ Attach all course syllabi as PDFs (Maximum of ten courses)

Name: _____

UofA ID#: _____

Ualberta email: _____

How is credit determined at the host institution (i.e. at the U of A, 3 credits is equivalent to 3 hours of lectures for a 16 week period)?

What is a full-time course load at the host institution (# of credits/courses)?

Protection of Privacy - Personal information provided is collected in accordance with Section 4(c) of the Alberta [Protection of Privacy Act \(POPA\)](#) and will be protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the Act. It will be used for the purpose of administering international student exchange programs within the Bachelor of Education at the Faculty of Education. Direct any questions about this collection to: Education Student Services 1-107 Education Center North, Edmonton AB T6G 2G5.

- It is recommended that you list 2 or 3 more courses than you able to take.
NOTE: Our office will only assess up to a maximum of ten courses for a single term (fall or winter) exchange.
- Please inform the International Exchange Office as well as the Education Student Service Office (educ.infor@ualberta.ca) immediately if any changes are made to your original course selections.
- To be eligible for credit, courses must contain an academic assessment component. **Student must successfully complete the course with a minimum grade of C-**. (*Conversion scales are used for institutions using a grading system different from that of the UofA. Students will not be disadvantaged by institutional differences.)
- Note: ECTS credits are only applicable at European Institutions.

