



REQUEST TO TRANSFER CREDITS INTO MASTER'S PROGRAM

STUDENT INFORMATION:

Student Number: _____

Given Name:	Family Name:
E-mail:	Telephone:
Degree(e.g. MA, MSc):	Program:

UBC Calendar: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,1529>

- Graduate students who have earned credits outside their current master's program (e.g., from a different university, in a different UBC master's program, as an undergraduate, or as an unclassified or Access Studies student) may transfer up to 12 credits or up to 40% of the total number of credits needed for completion of their current program (whichever is more), provided that:
 - the courses were not used to satisfy the requirements of another credential;
 - the courses were not used as a basis for admission to the graduate degree program;**
 - at least a B standing (UBC 74%) was obtained in courses considered for transfer;
 - the courses considered for transfer credit have been taken within five years of commencement of the current degree program.
- The 12-credit (40%) restriction applies to students in UBC-approved Exchange Agreements established by the UBC Go Global Office.

See the Calendar link above for the UBC policy on laddering from a graduate certificate into a specific master's program.

Please transfer the following course credits into this student's master's program (one box per course)

University: _____	Course Dates: _____ to _____ <small>mm/yy mm/yy</small>
Course Name: _____	Course Number: _____
Transfer from: <input type="checkbox"/> WDA <input type="checkbox"/> GEA <input type="checkbox"/> Unclassified studies <input type="checkbox"/> Other: _____	
Transfer from: <input type="checkbox"/> Diploma/degree program	Program Name: _____
If diploma/degree, must attach attestation from Registrar/Advising office that course was not counted toward completion.	
Was course pre-approved by G+PS? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course level: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Total # of credits at institution: _____	Total # of UBC credits: _____

University: _____	Course Dates: _____ to _____ <small>mm/yy mm/yy</small>
Course Name: _____	Course Number: _____
Transfer from: <input type="checkbox"/> WDA <input type="checkbox"/> GEA <input type="checkbox"/> Unclassified studies <input type="checkbox"/> Other: _____	
Transfer from: <input type="checkbox"/> Diploma/degree program	Program Name: _____
If diploma/degree, must attach attestation from Registrar/Advising office that course was not counted toward completion.	
Was course pre-approved by G+PS? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course level: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Total # of credits at institution: _____	Total # of UBC credits: _____

More space on next page.



Page 2 – if you need more space, please either use a second form, or attach all the required information.

University: _____	Course Dates: _____ to _____ <small>mm/yy mm/yy</small>
Course Name: _____	Course Number: _____
Transfer from: <input type="checkbox"/> WDA <input type="checkbox"/> GEA <input type="checkbox"/> Unclassified studies <input type="checkbox"/> Other: _____	
Transfer from: <input type="checkbox"/> Diploma/degree program Program Name: _____	
If diploma/degree, must attach attestation from Registrar/Advising office that course was not counted toward completion.	
Was course pre-approved by G+PS? <input type="checkbox"/> Yes <input type="checkbox"/> No Course level: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate	
Total # of credits at institution: _____	Total # of UBC credits: _____

University: _____	Course Dates: _____ to _____ <small>mm/yy mm/yy</small>
Course Name: _____	Course Number: _____
Transfer from: <input type="checkbox"/> WDA <input type="checkbox"/> GEA <input type="checkbox"/> Unclassified studies <input type="checkbox"/> Other: _____	
Transfer from: <input type="checkbox"/> Diploma/degree program Program Name: _____	
If diploma/degree, must attach attestation from Registrar/Advising office that course was not counted toward completion.	
Was course pre-approved by G+PS? <input type="checkbox"/> Yes <input type="checkbox"/> No Course level: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate	
Total # of credits at institution: _____	Total # of UBC credits: _____

If laddering into a master’s program:

Into which degree program? MET MHPCTL MRSc

Please attach the following:

- From the graduate program: academic justification for allowing the transfer credit (course-by-course)
- Official transcript **OR** Transcript is in eVision system **OR** Course is in SISC
- Attestation from Registrar/Advising Office (if courses are being transferred from diploma or degree program)

Approval of Research Supervisor:

Signature	Name (please print)	Program	Date (yyyy/mm/dd)
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Approval of Graduate Advisor or Head of the Graduate Program:

Signature (must be different from above)	Name (must be different from above)	Program	Date (yyyy/mm/dd)
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Graduate Studies use only:

Date of Approval	Signature of Associate Director (SAS) or G+PS clerk	Processed / notification sent by G+PS clerk
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