



TRANSFER CREDIT REQUEST FLEXIBLE LEARNING (PART-TIME STUDIES)

Student Information and Enrolment Services

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Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to records@bcit.ca

Use this form only if you have already declared in a flexible learning (part-time studies) program.

Apply for transfer credit if there are courses in your BCIT program that you believe you have completed at another institution. Submit official transcript(s) and course outline(s) for all proposed transfer credits.

Fields marked with an asterisk (*) are **mandatory**.

PERSONAL INFORMATION

Your BCIT ID Number* AO	Legal First Name (given name)*	Legal Last Name (family name)*	Birth Date (DD-MMM-YYYY)*
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CONTACT INFORMATION

Please provide at least one phone number*

Mailing Address (number and street)*			Home Phone Number
City*	Province	Postal Code*	Mobile Phone Number
Country*	Email Address*		

PROGRAM INFORMATION

Program Name*	
Program Option (if applicable)	Credential* (e.g. certificate)

I would like transfer credit for the following courses.

							OFFICE USE ONLY
BCIT Subject Code	BCIT Course Number	Post-secondary institution where equivalent course was completed	Other PSI Subject Code	Other PSI Course Number	Grade	Year Completed	Program Area Approval
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

OFFICE USE ONLY

Advisor Comments

BCIT Authorization

Date

TRANSFER CREDIT

- > Transcripts must be translated into English by an official translator
- > Course outlines should include description of learning outcomes, course length (total hours), textbook details and method of evaluation
- > Contact your previous post-secondary institution to obtain the required documents

PROCESSING TIME

Please allow up to 8 weeks for processing.

QUESTIONS

Information about flexible learning (part-time studies) programs is available at bcit.ca/study.