



## REQUEST TO TRANSFER CREDITS INTO MASTER'S PROGRAM

<b>STUDENT INFORMATION:</b>		<b>Student Number:</b>
<b>Given Name:</b>	<b>Family Name:</b>	
<b>E-mail:</b>	<b>Telephone:</b>	
<b>Degree(e.g. MA, MSc):</b>	<b>Program:</b>	

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.

**Note:** No more than 6 credits of transfer credit may be at the undergraduate level (300-/400-level).

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)**

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

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

**More space on next page.**



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

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

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

**If laddering into a master's program:**

Into which degree program?  MET  MHPCTL  MGSC  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)

**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)

**Graduate Studies use only:**

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