

REQUEST FOR TRANSFER CREDIT

PLEASE READ CAREFULLY

Applicant Instructions:

1. Review the JIBC Transfer Credit Policy and Transfer Credit Procedures: <https://www.jibc.ca/registration/transfer-credits>.
2. Review your program web page for program-specific information related to transfer credit, as some programs may only accept requests at time of application.
3. Review the BC Transfer Guide website for courses that are directly transferable to JIBC: <https://www.bctransferguide.ca/search/course>. If your course is listed as transferable to JIBC you must complete this form and provide an official transcript; we will not require a course outline/syllabus.
4. Complete the first page of this Request for Transfer Credit form in full. Incomplete forms will not be processed.
5. If not yet provided, submit supporting documents: (a) official transcript (in a sealed envelope from transfer institute or received electronically directly from transfer institute); and if required, (b) official course outline/syllabus.
6. Submit your Request for Transfer Credit form and supporting documents to the JIBC Student Services Office by mail, in person, or by email: transfercredit@jibc.ca

Considerations:

7. Transfer credit applications for program courses will only be reviewed and assessed after a student has applied for and been accepted into a JIBC program.
8. Courses or credentials that were completed over ten years ago are not eligible for transfer credit. They may be eligible for prior learning assessment. <https://www.jibc.ca/registration/prior-learning-assessment-pla>
9. A maximum 50% of program credits can be awarded through transfer credit or prior learning assessment as per Policy 3306, [Program Completion and Credentials](#).

STUDENT INFORMATION:

FULL NAME:	BIRTHDATE:
PHONE NUMBER:	EMAIL ADDRESS:
JIBC STUDENT NUMBER:	PROGRAM OF STUDY AT JIBC:

COURSE INFORMATION:

TRANSFER INSTITUTE NAME(S): 1. _____ 2. _____	<input type="checkbox"/> OFFICIAL TRANSCRIPT REQUESTED FROM TRANSFER INSTITUTE <input type="checkbox"/> OFFICIAL TRANSCRIPT PREVIOUSLY SUBMITTED TO JIBC
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TRANSFER INSTITUTE COURSE(S):						JIBC COURSE(S) REQUESTED:		INTERNAL USE
NO.	YEAR & TERM	COURSE NUMBER	COURSE NAME	NUMBER OF CREDITS	GRADE	COURSE NUMBER	COURSE NAME	Accept/Deny
1								
2								
3								
4								
5								
6								
7								
8								

STUDENT DECLARATION:

- I have carefully read all the information on this form before submitting.
- By submitting the information I have entered on this application, I certify that (a) I am the person named in the "Student Information" section above, and (b) the information I have submitted is true, correct, and complete.

DATE:

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THIS PAGE IS FOR INTERNAL USE ONLY

Questions for consideration:

1. Is the student active in the JIBC program that includes the courses they have requested for transfer credit?
2. Were the courses/credentials requested completed less than ten years from the date on the Request for Transfer Credit form?
3. Did the student achieve the minimum grade (at the institution where the course was completed and/or JIBC program area grade requirement)?
4. Is the course being transferred from a professional training institution where the substance of courses offered is essentially equivalent in terms of content and rigour?
5. Will the student exceed the number of credits that can be awarded through transfer credit or prior learning assessment (50% of program total credits)?

Instructions:

6. Indicate on the first page if the JIBC course requested is accepted (Accept) or denied (Deny) for each individual JIBC course above.
7. If a transfer credit request is denied, indicate the reason in the section below.
8. If multiple courses are being accepted for transfer credit towards a single JIBC course, a single course is being accepted for transfer to multiple JIBC courses, or there are other special circumstances for transfer credits accepted, please describe in the Evaluator Notes section below.
9. To ensure fairness and validity, single course transfer credits accepted on this form should be accepted between the same courses when requested in the future. If a course equivalency can be established between one or more of the transferred courses going forward, please indicate this below with the date equivalency may begin.
10. Please email the signed form along with the transcript/supporting documentation to transfercredit@jibc.ca

TC LINE NO.	JIBC COURSE NUMBER	REASON FOR "DENY" DECISION	EQUIVALENCY TO BE ESTABLISHED (YES/NO) AND START DATE?

EVALUATOR NOTES:

1 Evaluator Electronic Signature

Electronic Signature

2 Evaluator Electronic Signature

Electronic Signature

3 Evaluator Electronic Signature

Electronic Signature

4 Evaluator Electronic Signature

Electronic Signature