



Transfer Credit Request

Student Profile		
Legal Last Name	Legal First Name	OC Student ID Number
Current OC Program	Name of Transfer Institution	

Deadlines		
Jul. 15 for Fall Semester (Sept. – Dec.)	Nov. 15 for Winter Semester (Jan. – Apr.)	Mar. 15 for Summer Semester (May – Aug.)

Documentation required

- Please contact an Education Advisor **prior to completing this form** as not all courses carry credit in all programs
- Submit official (signed and sealed) transcripts issued **within the past six months** with request (if not already on file)
- The evaluation fee for transcripts from post-secondary institutions outside of B.C. is as follows:
Transcripts outside of B.C. (within Canada): \$50 per transcript International transcripts: \$150 per transcript
- Minimum grade considered for transfer credit is 50%
- Courses to be considered must have been successfully completed at an accredited post-secondary institution
- Detailed course outlines (syllabi) may be requested
- Okanagan College reserves the right to deny transfer credit for courses completed 10 or more years before date of application
- Transfer credit requests and transcripts not received by the deadline noted may not be completed by semester start. Refunds will not be issued for classes dropped after the last day to drop courses with a refund
- If you receive transfer credit for a course which duplicates current enrolment, it is your responsibility to withdraw from the course by the course withdrawal deadline**

Course #	Course Title	Grade	Year Completed	OFFICE USE ONLY- Transcript Credit Granted	
				Course	Credit