



Application for Transfer Credit

FIC Student Services

Students may apply for up to 15 units of transfer credit towards the Associate of Arts Degree program. Students are *strongly advised* to apply for transfer credit consideration at least 3 months prior to enrolment and studies at FIC. Applications for transfer credit after this time may not be processed in time to exempt students from certain prerequisite courses.

Student Number _____ Date _____
Family Name _____ First Name(s) _____
Date of Birth _____ FIC Start Date _____

I am applying for transfer of credit towards FIC’s Associate of Arts Degree program. The course(s) I wish to apply towards the degree are listed below:

Course Code	Course Title	Institution	Year/Term	Final Grade

I understand that a minimum C grade is required for the course(s) to be granted transfer credit towards the Associate of Arts Degree. I attest that the transcript(s) attached are a true and accurate record of my courses studied and my achievement. I also understand that any misrepresentation of my prior academic record is grounds for immediate dismissal from the Associate Degree program and/or further study at FIC.

Signature: **Date:**

OFFICE USE ONLY:

_____	_____	→	_____	_____
<i>Course code</i>	<i>Sending Institution</i>		<i>FIC Course code</i>	<i>Units</i>
_____	_____	→	_____	_____
<i>Course code</i>	<i>Sending Institution</i>		<i>FIC Course code</i>	<i>Units</i>
_____	_____	→	_____	_____
<i>Course code</i>	<i>Sending Institution</i>		<i>FIC Course code</i>	<i>Units</i>
_____	_____	→	_____	_____
<i>Course code</i>	<i>Sending Institution</i>		<i>FIC Course code</i>	<i>Units</i>
_____	_____	→	_____	_____
<i>Course code</i>	<i>Sending Institution</i>		<i>FIC Course code</i>	<i>Units</i>

Approved / Not Approved by _____ **_____ / _____ / _____**
Admissions Manager/Principal Date

Reason for Credit Denial _____

Database amended _____ (initial) Student notified _____ (initial)
Fees checked _____ (initial) Method of notification _____ Date _____
Transcript Attached