



INSTRUCTIONS FOR THE STUDENT

If you wish to take a course at another university for transfer credit to Acadia, you must complete this form. If your request is approved, the host university will be issued a copy of this form and a copy of your Acadia transcript (if applicable). You are reminded that normally the last sixty hours (60h) required for your degree must be taken at Acadia, although you may transfer from elsewhere six hours (6h) of the last sixty hours (60h).

Letters of permission cannot be approved for students with an outstanding account balance at Acadia University.

- 1. Complete this form and attach the host institutions course descriptions for all courses you would like to take. Course syllabi may also be required.
2. Request signature from Head of your Department confirming these courses are appropriate given your program requirements.
3. Submit this form with payment to the Registrar's Office.

INSTRUCTIONS FOR THE DEPARTMENT HEAD

Please review the information on this form and confirm by signing at the bottom of the page that the course(s) listed is/are appropriate given the student's program requirements. The Registrar's Office will then determine whether transfer credit will be given, consulting with relevant academic units on campus as required.

To be completed by the student

I am a(n) [] Undergraduate [] Graduate [] Outgoing Exchange student. Select all that apply.

Acadia Degree Program: Click or tap here to enter text.

Full Name of Student: Click or tap here to enter text.

Acadia Student Number: Click or tap here to enter text.

Address of Student: Click or tap here to enter text.

Click or tap here to enter text.

Full Name of Host University at which you wish to take course(s): Click or tap here to enter text.

Address of Host University: Click or tap here to enter text.

Fax Number: Click or tap here to enter text.

Table with 3 columns: Expected Start Date, Number and Title of Course at Host Institution, Credit Hours, Transfer Credit at Acadia. Includes a header for REGISTRAR'S OFFICE USE ONLY.

I confirm that the information I have provided above is accurate to the best of my knowledge.

Student's Signature: _____ Date: _____

I confirm that the course(s) listed above could be used towards the student's degree program should they be deemed acceptable for transfer credit.

Signature of Student's Department Head/Director: _____ Date: _____

This document acknowledges the acceptability of the courses below towards an Acadia University degree. It DOES NOT confirm acceptance at the host institution. The student must apply to the host university in accordance with its procedures. Not all applications may be accepted by the host university. It is the responsibility of the student to ensure that grade(s) for course(s) are forwarded to the Acadia University Registrar's Office by the host institution.

Registrar's Office: _____ Date: _____



Date Application Received: [Click or tap here to enter text.](#)

Form to be: Picked up (\$10) Mailed to student address below (\$10) Mailed to institution (\$10) Faxed to institution (\$15)

Payment Method: Credit-Card Cash Online Payment Cheque or money order

Cheques or money orders should be made payable to Acadia University.

For credit card payment, please complete this section and submit with your request form.

VISA MasterCard American Express

Full Name of Cardholder: [Click or tap here to enter text.](#)

Card Number: [Click or tap here to enter text.](#)

Expiry Date: [Click or tap here to enter text.](#)

Signature of the Cardholder: [Click or tap here to enter text.](#)