

Application for Transfer Credit

This form is to request recognition of credit courses/programs taken at other post-secondary institutions for credit in NLC courses or programs (official Transcripts from sending institutions required).

- **Advanced Standing (ADV)** *For career programs except where university transfer for course work is warranted; no credit assigned; determined on a case by case basis*
- **Transfer Credit (TC)** *For university transfer programs; credit is assigned, only available for up to 200 Level courses*

Northern Lakes College reserves the right to decline transfer from outside of Canada.

Please submit completed request form along with Course Syllabus and Official Transcript(s) to transfer@northernlakescollege.ca for evaluation; the deadline to receive requests for the term is the add/drop deadline. Please note processing time is 4 to 6 weeks.

Student Name:	
Student ID:	Term requested:
Program:	Date:

Training Institution/ Agency Name	Training Institution/Agency Course Number & Name	NLC Course Number & Name for which Credit is being requested	EQUIVALENT (ADV or TC)	NOT EQUIVALENT Reason(s):		Evaluator Initial
				AGE	Age of Course	
				CON	Content match	
				GRA	Grade/mark	

I am applying for credit as noted above. I am aware that Northern Lakes College will review and make decisions based on equivalencies as approved by the Registrar. Northern Lakes College is not restricted or bound by any claims made by other institutions or agencies regarding acceptability for credit without a specific transfer agreement being in place.

Signature: _____ Date: _____

Program Chair: _____ (Signature)	Date: _____
Registrar: _____ (Signature)	Date: _____

Questions regarding this form are to be directed to the identified Form Administrator.

Related Northern Lakes College Documents:	Academic - Academic Calendar Regulation Student Services – Admissions Policy Academic – Academic Standards – Grades Regulation Student Services – Transfer Credit Procedure
Form Owner:	Associate Registrar
Form Administrator:	Administrative Assistant, Registrar
Approved By:	President’s Advisory Team
Approval Date:	March 12, 2025
Effective Date:	March 12, 2025
Revision History:	March 12, 2025: NEW September 23, 2025: Revision of POPA statement

The personal information that you provide to Northern Lakes College is collected under the authority of the *Post-Secondary Learning Act* and section 4 of the *Protection of Privacy Act* (Alberta) (“POPA”). The information is collected, and will be used and disclosed for purposes including transfer credit and advanced standing. Collected personal information is protected from unauthorized access, use, and disclosure in accordance with POPA. Questions regarding the collection, use, and disclosure of personal information can be directed to: Privacy Officer at privacy@northernlakescollege.ca.