



# Transfer Credit Request Form

\_\_\_\_\_  
*Last Name*                      *First Name*

\_\_\_\_\_  
*Student Number*

\_\_\_\_\_  
*Street*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*City*                              *Province*

\_\_\_\_\_  
*Postal Code*                      *Phone Number*

**NWCC program for which you are requesting transfer credit:** \_\_\_\_\_

**Documentaion Required:**

**Official, sealed Transcripts Included                      OR**  
**Previously Submitted**  
**Course Outlines**

*If you have been granted a letter of permission,  
 please send with this form*

**Please send as a complete package well in advance of start date**

**\*\*STUDENT TO COMPLETE\*\***  
**External Institution Courses**

**\*\*OFFICE USE ONLY\*\***  
**NWCC College Credit Granted**

Institution	Course	Number	Credit	Grade

Course	Number	Credit	Grade

\_\_\_\_\_  
*Type Name for Approval*

\_\_\_\_\_  
*Date*

**Please note:** Allow 6-8 weeks for processing. Northwest Community College reserves the right to deny transfer credit for courses over 5 years old. Minimum grade considered for Transfer Credit is a "C". Transfer credit will only be processed for students that have been accepted to an NWCC program. Transfer credit awarded by Northwest Community College may not necessarily be granted by another institution.

**OFFICE USE ONLY**


\_\_\_\_\_  
*Office of the Registrar Staff Signature*

\_\_\_\_\_  
*Date*