

REQUEST AND/OR REVIEW OF ADDED CREDIT For UBC Okanagan Undergraduate Students Only

Last Name:	<input type="text"/>	UBC Student Number:	<input type="text"/>		
First Name:	<input type="text"/>	Faculty:	<input type="text"/>	Year (ie. W2010):	<input type="text"/>
Address:	<input type="text"/>	Phone (home):	<input type="text"/>		
City:	<input type="text"/>	Phone (work):	<input type="text"/>		
Postal Code:	<input type="text"/>	Email Address:	<input type="text"/>		
Date:	<input type="text"/>				

Note: When the request has been reviewed, you will be able to view the added credit online at the UBC Student Service Centre. You will also receive notification of your credit by mail or email.

Please ensure that a final official transcript is received by UBC Okanagan Enrolment Services. An official transcript must be mailed directly to us from the Institution in a sealed college or university envelope.

1. Institution(s) from which you are requesting credit:

2. Dates of attendance at the other institution: From: To:

3. Did you attend on a Letter of Permission from your Faculty/School at UBC?

Yes No

4. Have you ordered an official transcript to be sent to UBC Okanagan Enrolment Services?

Yes No

If yes, the date it was ordered:

5. Have you applied to graduate in the next graduation session?

Yes No

If yes (please check appropriate session): November May

6. Rationale behind request (e.g. explain what course or credit change);

Please send this completed form to:

UBC Okanagan
Enrolment Services
UNC 322, 3333 University Way
Kelowna, BC V1V 1V7

An official transcript **must** be mailed directly to the above address by the issuing institution.