PORTAGE COLLEGE

ADVANCED CREDIT REQUEST

Return this completed form to the Office of the Registrar, Attention - Associate Registrar.
A $50 request fee must be paid prior to processing your request.

You must attend classes until advanced credit is granted. Processing of the request may take 2 – 3 weeks.

Student ID: _____   **Date of request:** _____

Name: _____   **Program:** _____

Address:

Phone: _____   **Sending institution:** _____

List all courses for which you are applying for advanced credit (attach documentation for each course).
Note: A minimum letter grade of C- is required to be considered for advanced credit transfer.

Course taken (at other institutions or Portage College)	Grade received	Portage College Course granted credit in	ACAT Agreement YIN	Coordinator approval (Please enter Yes or No)
_____	_____	_____	____	_____
_____	_____	_____	____	_____
_____	_____	_____	____	_____
_____	_____	_____	____	_____
_____	_____	_____	____	_____
_____	_____	_____	____	_____

Student Signature: _____   **Date:** _____

Registrar's Office Use Only

Institution Comment
  Please check the box and parenthesize the comments you would like included in the student's letter.

Signatures

Coordinator _____   **Date** _____

Dean _____   **Date** _____

Registrar _____   **Date** _____

Student Account Use Only

Payment

Date Payment Received _____   Receipt Number and Initial _____

Advanced Credit IAugust 2020 KD

PORTAGE COLLEGE

ADVANCED CREDIT REQUEST PROCEDURE

1. SUBMIT THE FOLLOWING DOCUMENTS AND PAYMENTS TO STUDENT SERVICES:

Submit your Application for Admission form (attached) or at http://www.portagecollege.ca/Apply.

Pay your non-refundable application fee (form attached).

Note: To process your Application for Admission we require payment of the non-refundable $50.00 application fee.

Submit your **ORIGINAL Canadian transcripts** (in English) to Portage College (Transcripts should not be more than 5 years old).

OR

Submit your out of Canada education documents for an educational assessment to **IQAS** (International Qualifications Assessment Service) at https://www.alberta.ca/iqas-employment-apply.aspx#toc-3

IQAS must send your completed Educational Assessment to Portage College:

Student Services
Portage College
Box 417
Lac La Biche, Alberta T0A 2C0

Note: Canadian transcripts (in English) **or** your IQAS educational assessment are used to prove that you meet the program Admission Requirements.

2. SUBMIT THE FOLLOWING DOCUMENTS TO STUDENT PROGRAM ADVISOR OR PROGRAM COORDINATOR:

Submit the Advanced Credit Request form (attached) and pay the $50.00 advanced credit request processing fee.

Note: To process your Advanced Credit Request we require payment of the non-refundable $50.00 advanced credit request processing fee.

Submit Course outlines for the courses you are requesting a credit transfer for (for the year you attended the course).