



Submit this form to the Office of the Registrar, once you receive your approved WDA Authorization & Course Registration form and the transfer course syllabi from the Host Institution.

Student Name: _____ TWU ID#: _____

Email: _____ Phone: _____

TWU Graduate Program: _____ Program Director: _____

Host Institution: _____

Host Institution City/Province: _____

Note to Program Director: As WDA transfers credits are for non-equivalent TWU courses, please designate a 500 or 600 level Course Code to the transfer course (e.g. MBA 500 or EDUC 600). [*The Course Code will not be an equivalent transfer (e.g. RELS 640).]

Table with 6 columns: Host Institution Course Details (Course Code, Course Name, Credits) and TWU Transfer Course Details (Course Code & Name, Credits, Approved by).

This transfer course fulfills: [] Elective [] Core Requirement [If this course fulfills a Core Requirement, the student will need to submit an Exception to Graduation form, available through the Office of the Registrar.]

Note to Student: Upon completion of the course and for the transferal of credit, you must order for an Official Transcript from the Host Institution to be directly delivered to TWU's Office of the Registrar at the address below [*Your copy of a copy sent by you is NOT considered official.]:

Attn: Transfer Credit
Office of the Registrar
Trinity Western University
7600 Glover Road
Langley, BC V2Y 1Y1

Permission to enroll in the course indicated above is subject to the approval of the Host Institution and the following:

- Transfer Credit only granted upon completion of the course with a passing grade based on the grade scale of your Program.
For substitutions or changes in course enrollment, you must contact the Office of the Registrar in writing.

Student's Signature: _____ Date: _____

Program Director's Signature: _____ Date: _____