



**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.

Coordinator _____	Date _____
Dean _____	Date _____
Registrar _____	Date _____

Student Account Use Only

Payment

Date Payment Received _____ Receipt Number and Initial _____

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).