



Transfer Credit Request Form – End of Fall Term*

for courses taken prior to attendance at Queen's**

*Requests for transfer credit received after the end of fall term of your 1st year will not be accepted/processed

**please note: external courses taken while a student at Queen's without permission will not be granted credit.

Please note that the process for assessing transfer credits can take up to two weeks to complete.

Please review your SOLUS account for updates to your Transfer Credit Assessment.

DATE OF REQUEST: _____

NAME: _____

STUDENT NUMBER: _____ YEAR ADMITTED TO QUEEN'S: _____

TELEPHONE NUMBER: (_____) - _____

EMAIL ADDRESS: _____

FACULTY/SCHOOL: _____

REASON FOR REQUEST:

___ Change(s) to be made to original/previous assessment

___ Incomplete assessment

___ No previous assessment **NOTE: Calendar description and transcript required.**

COURSE(S) TO BE ASSESSED:	TAKEN AT:	DATE OF OFFICIAL TRANSCRIPT ORDER:

COMMENTS: _____

Date Completed: ___/___/___
mm dd yy