**Exchange Program**

**Transfer Credit Request Form**

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| **Date:** | **Exchange Term:**  |
| **Name:**  | **OCAD U Student #:**  |
| **Program at OCAD U:**  |
| **Host University:**  | **Program at Host University:**  |
| **Full Course Load at Host University (total credits weight):**  | **Equivalent Credits at OCAD U:**  |

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| **TO BE COMPLETED BY THE STUDENT** | **OFFICE USE ONLY** |
| **Host University Course Code** | **Host University Course Title** | **Host University Credit Weight** | **Proposed Transfer Credits** | **Credit Weight** | **Approved (Yes/No)** | **Comments** |
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Results from the Transfer Credit will be recorded on your OCAD U Records (Pass/Fail) after your final transcript from your host university has been received. You will be notified by email once it is complete. Grades from the exchange program do not affect your overall average at OCAD U, but will be taken into account when assessing your eligibility to graduate with Distinction.

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| **Program Chair**  |  |
| **Date:** |  |