Transfer credit evidence pack checklist

Everything a receiving school may ask for when it assesses your earlier courses: transcripts, course outlines, grading scales and translations, in one checklist.

NAME _____ DATE _____

GATHER

- [ ] Official transcript from each school (ordered, not just downloaded)
- [ ] Course outlines or syllabi for each course, from the term you took it
- [ ] Grading scale or transcript legend
- [ ] Hours of lecture and lab per course
- [ ] Certified translations, if not in English or French
- [ ] Credential evaluation, if the receiving school asks for one
- [ ] Your list of courses you want assessed

Course I took	School and term	Outline saved? ☐	Possible match at new school	Result

The receiving school decides what transfers. Ask its admissions or registrar's office which documents it needs.

SOURCES (CHECKED 2026-11-26)

The BC Transfer Guide describes course-to-course transfer, block transfer (a group of courses recognized as a whole) and degree partnerships between BC institutions. https://www.bctransferguide.ca/how-transfer-works/ (checked 2026-11-26)