

STEP 1 WHERE AND WHAT?

Research the program or institution to which you are interested in transferring and/or search Education Planner for information on programs and institutions throughout the BC Transfer System: <http://www.educationplanner.ca/>

Check out the academic calendar and website for that institution. It is also a good idea to contact the institution directly; seek out an Educational Advisor. Many institutions will have a Student Recruitment office offering Educational Advising for prospective students. Attend information sessions offered by the institution. Call the liaison or recruiting office, or the department you are interested in to find out when the next information session is scheduled.

> I want to transfer to: _____

> I want to Major in: _____

Find out the following before you apply:

- Admission requirements including:
 - GPA required
 - Documents required (e.g. interim transcripts, volunteer experience, references)
 - Additional prerequisites required
- Application processes including:
 - Dates and deadlines for application
 - Determining if the application is for admission to the institution, a program, or a faculty
 - If you should apply to the program you want before or after admission into the institution
 - Additional fees

STEP 2 WHAT ARE THE FACULTY REQUIREMENTS?

Each faculty, whether it is Arts, Science or Business, will have requirements in order to graduate from that faculty. List these requirements below.

STEP 3 WHAT ARE THE PROGRAM REQUIREMENTS FOR MY MAJOR?

Check the receiving institutions' calendar for a listing of course requirements for your major. The receiving institute is from where you wish to graduate and receive your degree. You should be able to access an institution's online calendar from their website. List the first and/or second year course requirements for your major below:

STEP 4 WHAT IS THE KWANTLEN EQUIVALENT TO THESE COURSES?

The BC Transfer Guide lists all of the transfer agreements between BC institutions. Visit their website at www.bctransferguide.ca to find the Kwantlen equivalent to the courses you have listed in step 3. Use Kwantlen as the sending institution, and the school you wish to transfer to as the receiving institute.

STEP 5 WHAT TO DO WITH YOUR TRANSFER CREDITS

When finalizing your transferable courses, it is important to remember to do the following:

- Arrange to have your official transcripts sent to the receiving institution.
- Ask the receiving institution if you need a special form to request transfer credit.
- Apply your credits to fulfill requirements for your new program and institution.
- Inform the federal and/or provincial governments that you are transferring so your financial aid goes with you.

STEP 6 PLAN YOUR SCHEDULE

Make sure to also consider electives in your schedule.

Semester 1	Semester 2	Semester 3	Semester 4