



Transfer of Credit Application Form

Students who have completed work at another institution of higher learning may apply for a transfer of credit as soon as they receive their acceptance letter from BTVI **or** before the end of their first semester at BTVI. Students must submit a completed *Transfer of Credit Application Form* (in-person or by electronic mail) to the Admissions Department along with a detailed outline of the course for which the transfer credit is requested from the year in which the course was taken **and** arrange for an official transcript to be sent from the issuing institution directly to BTVI's Admissions Department or hand deliver the official transcript to Admissions in its original sealed envelope with the seal intact.

To be considered for transfer credit, students must have achieved a minimum grade of 70% or "C" in the course for which the transfer credit is being requested. Credits will be accepted from institutions registered with the Accreditation and Equivalency Council of The Bahamas (NAECOB) or approved accredited post-secondary institutions. Transfer credit will **NOT** be awarded for work completed more than 10 years prior to the date of the request or more than 5 years prior to the date of the request for students in Information Technology programmes.

Once approved for transfer credit, students will receive the administrative notation of "T" for the course on their BTVI transcript.

Student's Name: _____

BTVI ID #: _____

Student's Email Address: _____

Cell Phone: _____

Programme (Select One): Associate of Applied Science Degree Diploma Certificate

Major: _____

Course(s) for which transfer credit is being requested:

Course Name	Course Number	Grade	Credits	Name of Institution	Semester/Year Attended

Student's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Institution	Course Number & Name	BTVI Approved Equivalent

Dean of Academic Administration's Signature: _____ Date: _____

Registrar's Signature _____ Date: _____