

Transfer Student Checklist

Please refer to the following checklist if you would like to submit course work for possible credit transfer to Victoria College.

For Student	
	Must be currently admitted to Victoria College.
	Must have Official Transcripts from all previous schools submitted to VC's Admissions Office
	Please fill out Transfer Evaluation Request Form (note Link)
	If pursuing a Multidisciplinary In General Studies Degree (transfer) please attach Course Syllabi for the classes in the appropriate section on the form.
	If pursuing an Associate's of Applied Science Degree please submit Course Descriptions for the classes in the appropriate section on the form.
	Advisor follow up

Please note:

- Not all courses submitted for evaluation will be approved for transfer.
 - Please allow at least 3 to 4 weeks for evaluation process to take place.
 - Be prepared to provide additional information if needed.
 - Course Syllabi and Course Descriptions should be attained through previous institution's website or by contacting the Admissions and Records office of that institution.
- ❖ Associates of Applied Science Degrees include: Business Management, Criminal Justice, Electronics Technology, Instrumentation, Emergency Medical Services, Nursing (ADN), Physical Therapist Assistant, Process Technology, and Respiratory Care