



## Request for Advanced Standing Business and Management Programs

**For Certificate/Diploma in Business Administration only—not applicable to the Fast Track option**

### PERSONAL INFORMATION

Mr  Mrs  Ms  Dr

Name: \_\_\_\_\_  
First name Middle name/initial Last name

UVic Student Number: \_\_\_\_\_ Continuing Studies Student Number: \_\_\_\_\_  
(if you have one)

Home Address: \_\_\_\_\_  
Street Address City Province/State Postal /Zip Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Area Code

### REQUESTING ADVANCED STANDING FOR THE FOLLOWING COURSE(S): (Please call the Business and Management Programs office if you are unsure)

Course name: \_\_\_\_\_  
UVic course equivalent Transfer from Date

Course name: \_\_\_\_\_  
UVic course equivalent Transfer from Date

Course name: \_\_\_\_\_  
UVic course equivalent Transfer from Date

### MATERIAL SUBMISSIONS REQUIRED:

Course outlines/syllabus  Transcripts

**PAYMENT** Advanced Standing fee: \$150 per course (up to three courses maximum)

Cash/Interac (in person only)  Cheque/Money Order (made payable to the University of Victoria)

**To pay by credit card, please call 250-721-8073**

### SEND YOUR COMPLETED REQUEST TO:

Mail Business and Management Programs  
 Division of Continuing Studies  
 University of Victoria  
 PO Box 1700 STN CSC  
 Victoria, BC V8W 2Y2  
 Canada

Fax 250-721-8774

For more information, contact the program office:

Phone 250-721-8072/8073

**Freedom of Information/Protection of Privacy:** The University of Victoria collects personal information on its form pursuant to the *University Act*, RSBC 1996, c.468 and section 26 of the *Freedom of Information and Protection of Privacy Act*. The information you provide is used for the purposes of admission, registration, and other decisions relating to your Continuing Studies program. For details on how the information is used, contact Continuing Studies or read UVic Policy 4400, Access to Student Records at: <http://registrar.uvic.ca/home/documents/access.html>

#### FOR OFFICE USE ONLY

Date received \_\_\_\_\_

Assessor review date \_\_\_\_\_

Advanced Standing granted in \_\_\_\_\_

Payment received  SRS updated