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: ____________________________________________________________

UVic Student Number: _____________________________________________
Continuing Studies Student Number: ________________________________
(if you have one)

Home Address: __________________________________________________

Phone: __________________________ Email: ________________________

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

May 2015