

Prerequisite Verification and Course Request Form

TO DEPARTMENT:

****If you do not know which department to send your Course Request to, please contact iexch@ucalgary.ca for help.**

****If you are requesting courses in multiple departments, do not write all of the courses on the same form. You must fill out separate forms and send each form to the proper department. (For example, to request MATH 271, STAT 321, and SOCI 303, you should send the MATH & STAT courses to the Math department and SOCI 303 to the Sociology department.)**

Student's First Name		Last Name		Preferred Name <i>(if different from first/last)</i>	
UCID Number		UCalgary Email Address		Alternate Email Address	
Home University		Degree at Home University		Year of Study at Home University	
Exchange Semester(s) at UCalgary <i>Fall 2019, Winter 2020, Full Year</i>					

Name of the UCalgary course you would like to register in	UCalgary course code <i>**Full Year Exchange Students: please indicate if the course is for Fall or Winter semester**</i>	UCalgary course prerequisites	Courses at your home university that match the prerequisites <i>**If the course name appears differently on your transcript, please write both names**</i>	You must prove that the courses at your home university cover the same content as the UCalgary prerequisites. Please fill out as much information as possible.		
				If your course has a webpage online, copy the link here.	Does your course have a syllabus/outline available? YES NO	Are there any other documents you will include to support your course request?

****Before you send your Course Request Form to the department, make sure your TRANSCRIPT is attached to your email, as well as ALL supporting documents (such as course syllabus or other materials)****

Not including all necessary documents from the start of your communication makes it difficult for the department to evaluate your course requests and may cause unnecessary confusion and delays.