



### VISITING STUDENT REQUEST FORM

A student currently working towards a degree or certificate in the College of Arts and Science may be given permission to take courses at another university for credit towards their Arts and Science program. Submitting a Visiting Student Request will enable us to confirm whether or not the courses selected will transfer successfully into a student’s program of study. Please note, not all courses offered at other universities are accepted for credit at the University of Saskatchewan.

**If the deadline is missed, or the criteria below is not satisfied, the request will not be processed.**

<b>February 1</b> For courses beginning in the Spring or Summer	<b>July 1</b> For courses beginning in September	<b>October 1</b> For courses beginning in January
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**Students must satisfy the following conditions:**

- I am currently working towards a degree or certificate in the College of Arts & Science.
- I have successfully completed at least 6 credit units of Arts and Science courses through the University of Saskatchewan.
- My C.W.A. overall is at least 60%.
- I have completed the necessary prerequisites for the courses I wish to take.

**In order to assist us in assessing your request, please identify the following:**

- I have located the course(s) on the pre-approved transfer credit equivalency list:
  - o <https://admissions.usask.ca/requirements/transfer-credit.php#Courseequivalents>
- If courses are not on the preapproved transfer credit list above, I have included a copy of the course syllabus from each course I wish to take.

#### IMPORTANT INFORMATION: PLEASE READ

Eligible courses that are successfully completed at other institutions will transfer as **credit-only**. Grades on transfer courses are not included in the calculation of averages for Arts and Science programs.

Students must satisfy **Residency Requirements**, which means they must complete a minimum number of credit units at the University of Saskatchewan:

- o For B.A. or B.Sc. Three-year degrees: 45 credit units overall, including 30 senior credit units and two-thirds of the courses required in the major to the next largest multiple of 3 credit units.
- o For B.A. or B.Sc. Four-year and Honours degrees: 60 credit units overall, including 42 senior credit units and two-thirds of the courses required in the major to the next largest multiple of 3 credit units.

### PROCEDURE

1. Fill out the student and course information below. Sign form.  
**\*No more than 5 courses can be reviewed per application.**
2. Send the completed form to us through the **Online Student Service Desk:**  
<https://jira.usask.ca/servicedesk/customer/portal/7/create/350> or via  
**Email:** [student-advice@artsandscience.usask.ca](mailto:student-advice@artsandscience.usask.ca)
3. If the selected courses are transferable, a Letter of Permission will be sent directly to the Registrar's Office at the university/college you wish to attend as a visiting student. A copy will be sent to you to confirm that the courses selected are acceptable.
4. Once you complete your courses, you will need to request an official transcript so your courses and grades are sent to the University of Saskatchewan.

**Please allow at least three weeks for your request to be processed. Questions? Call: 306 966-4231**

### STUDENT INFORMATION

<b>DATE:</b>	
<b>NAME:</b>	
<b>STUDENT #</b>	<b>U OF S EMAIL:</b>
<b>STREE ADDRESS:</b>	
<b>PHONE #</b>	
<b>MAJOR:</b>	<b>DEGREE SOUGHT:</b>
<b>UNIVERSITY YOU WISH TO ATTEND:</b>	
<b>WHEN YOU PLAN TO ENROL:</b>	

### COURSE LIST

<b>COURSE NAME AND NUMBER</b>	<b>UNIVERSITY OF SASKATCHEWAN EQUIVALENCY</b>
<b>Example: BIOL 207</b>	<b>To be completed by U of S Advisor</b>
<b>1.</b>	<b>1.</b>
<b>2.</b>	<b>2.</b>
<b>3.</b>	<b>3.</b>
<b>4.</b>	<b>4.</b>
<b>5.</b>	<b>5.</b>

I have read the information on this form and I understand residency requirements.

**STUDENT SIGNATURE:** \_\_\_\_\_

The above courses have been reviewed and approved by:

**ADVISOR SIGNATURE:** \_\_\_\_\_