



Certificate Course Credit Request Form

Submit to your Program Administrator, c/o Extended Education, 166 Extended Education Complex, University of Manitoba, Winnipeg, MB R3T 2N2 or Fax (204) 474-7661

One request per form. Please contact the Program Administrator to verify fee and documentation required before submitting this form.

Student Name	Date Requested		
Home Address	City/Town	Province	Postal Code
Telephone (Home)	Telephone (Business)	Fax	
E-mail Address: _____			

Credit Requested from University of Manitoba for:

Required Elective

Continuing Education Course Number	Continuing Education Course Title
Continuing Education Certificate Program	

Credit Based on:

Course Number	Course Title
	Institution

Please ensure you have met the following requirements and include all required documentation with your request:

Course

- Official transcript (no photocopies)
- Course or program completed within the last five years
- Grade of C or better
- Course outline
- Fee payment*

Seminar

- Proof of attendance
- Learning agenda
- Number of contact hours
- Completed within the last five years
- Seminar assignment graded
- Fee payment*

I authorize access to my University of Manitoba transcript:

Student # _____ Signature _____

Fee enclosed: \$ _____ cheque cash Visa Mastercard

Credit card # _____ Expiry date _____

Card holder's name (as it appears on the card) _____

Signature _____

*Not required if the credit is based on U of M courses. Does not apply to the CIM program. CIM credit fee is \$110 + \$5.50 GST per course.

This personal information is being collected under the authority of *The University of Manitoba Act*. It will be used for assessing the applicant's eligibility for a course credit in a Continuing Education certificate program. It will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act*. Your personal information is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information, contact the Access & Privacy Coordinator's Office (204-474-8339), 233 Elizabeth Dafoe Library, Winnipeg, MB, Canada R3T 2N2.