

Addictions Education Course Transfer Request

Students seeking credit in Applied Counselling with a Specialization in Addictions Studies must submit a request to have their completed courses transferred into their program. Students must complete this form and submit it along with grade letters to: **Student and Instructor Services, Extended Education, 185 Extended Education Complex, University of Manitoba, Winnipeg, MB R3T 2N2** or **extended@umanitoba.ca**.

STUDENT INFORMATION

Student Last Name:

First (Given) Name:

Date of Birth (yy/mm/dd):

Student Number:

ADDICTIONS EDUCATION COURSE TRANSFER INFORMATION

Addictions Education course(s) being transferred into Applied Counselling Certificate:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

This section to be completed by the Student Advisor:

Approved - Signature:

Approved - Signature:

Approved - Signature:

Approved - Signature:

Approved - Signature:

Approved - Signature:

Approved - Signature:

Approved - Signature:

Approved - Signature:

Approved - Signature:

Enclosed is the grade letter for course(s) completed

Signature:

Date:

Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of facilitating registration and transferring course(s) into the certificate program. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

THIS SECTION TO BE COMPLETED BY STUDENT AND INSTRUCTOR SERVICES

Entered into Banner - Date:

Signature: