



University of Victoria

Office of the Registrar, Student Affairs, University of Victoria, PO Box 3025 STN CSC, Victoria BC V8W 3P2, Fax: 250-721-6225

# REQUEST FOR STATUS CHANGE

(from VISITING/NON-DEGREE or DIPLOMA\*/CERTIFICATE to REGULAR DEGREE STATUS)

\*excluding the post degree Diploma in Applied Linguistics

Grid for SURNAME and GIVEN NAME(S)

SURNAME

GIVEN NAME(S)

Grid for UVIC IDENTIFICATION NUMBER

UVIC IDENTIFICATION NUMBER

Table for address and contact information: APT, STREET OR P.O. BOX, ADDRESS, CITY, PROV, POSTAL CODE, COUNTRY, AREA CODE, TELEPHONE NUMBER, EMAIL ADDRESS

- FACULTY: [ ] BUSINESS, [ ] EDUCATION, [ ] ENGINEERING, [ ] FINE ARTS, [ ] HUMANITIES, [ ] HUMAN & SOCIAL DEVELOPMENT, [ ] SCIENCE, [ ] SOCIAL SCIENCES

DATE: \_\_\_\_\_

SESSION FOR WHICH STATUS CHANGE IS REQUESTED: WINTER 20\_\_\_\_(YEAR) SUMMER 20\_\_\_\_(YEAR)

In order to comply with the Payment Card Industry Security Standards, we regret that we can no longer accept credit card payments by mail or fax. Requests for Status Change will now only be accepted by mail when paid by cheque or money order. All Requests for Status Change paid by credit card must be submitted online via My Page (www.uvic.ca/current).

PLEASE READ CAREFULLY:

- \$8.00 is required each time a status change is requested and must be submitted with this request
Official transcripts of high school and all previous post-secondary studies must be submitted to Undergraduate Records (if you have not already done so) before your request for a status change may be considered. Transcripts of UVic studies are NOT required.
You must submit an Application for Re-Registration along with this request.
If course work is currently in-progress (including studies elsewhere) this request for status change will be held pending completion of the in-progress course work.
Course evaluation will require the payment of the \$40.00 document evaluation fee and, in addition, may require the submission of course descriptions by the student.
Please allow a minimum of two weeks processing time (may be longer if documentation or course evaluation is required for courses taken elsewhere).

The University of Victoria collects personal information pursuant to the University Act, RSBC 1996, c.468 and section 26 of the Freedom of Information and Protection of Privacy Act. For further information read UVic Policy 4400, Access to Student Records at: http://web.uvic.ca/uvic-policies/pol-4000/4400ASR.html or contact the Office of the Registrar & Enrolment Services at 250-721-8130.

OFFICE USE ONLY:

Type of Admission \_\_\_\_\_ Average Required \_\_\_\_\_
Average based on \_\_\_\_\_ units at \_\_\_\_\_ plus \_\_\_\_\_ units at UVic.
Check for other requirements to be met \_\_\_\_\_ (e.g. TOEFL)
Decision: [ ] Approved [ ] Deny Status change to \_\_\_\_\_ session. Comments: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

DATE STAMP