

1. PERSONAL INFORMATION – Please complete this form in block letters.

Family Name	First Name
Permanent code (4 letters and first 2 digits)	Number and name of the current program undertaken at UQAT
UQAT Email	

2. INFORMATION REGARDING YOUR APPLICATION

Specify where the courses were completed (name of the institution): _____

List of courses undertaken at another university

Enter the courses for which you are requesting recognition, the session in which these courses were completed and the UQAT courses requested in equivalency.

Course completed in another University.	<u>Course Code</u>	<u>Course Title</u>	<u>Year / Session</u> <i>Ex: H-21</i>	<u>Grade obtained.</u> <i>Ex: B+</i>
UQAT courses requested in equivalency	<u>Course Code</u>	<u>Course Title</u>		

Course completed in another University	<u>Course Code</u>	<u>Course Title</u>	<u>Year / Session</u> <i>Ex: H-21</i>	<u>Grade obtained.</u> <i>Ex: B+</i>
UQAT courses requested in equivalency	<u>Course Code</u>	<u>Course Title</u>		

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UQAT courses requested in equivalency	<u>Course Code</u>	<u>Course Title</u>		

Please use an additional form if more space is needed.

REQUIRED SUPPORTING DOCUMENTS:

- **The present Recognition of Prior Learning Form must be completed and signed.**
- **Academic transcript, which must be sent by the institution (no other transcript will be accepted):**
Please request that the Registrar's Office of the university where you completed your courses forward your transcript to UQAT. This can be done via the **OIC system** (Office of Interuniversity Cooperation) or **postal service**, addressed to the Registrar of UQAT. The transcript **must be** dispatched directly by **the issuing university**.
- **Course Outline**
Course outlines can be sent by email. They must be complete and dated for the same session in which the course was taken. **Course Descriptions** and **Links** to websites are not accepted as course outlines.

COST OF THE APPLICATION

All fees associated with your application will be posted to your student file in the month following the processing of your application (*fees are subject to change without notice*).

Fees based on the origin of previous learning – Effective August 26, 2024		
	University courses IN Quebec	University courses OUTSIDE Quebec
Basic application fee.	\$ 50	\$ 50
Fee per recognized credit	\$ 20	\$ 25

Example: RPL application accepted for 1 course of 3 credits = \$ 50 + (3 credits x \$ 20 / credit) = \$ 110

PROCEDURES

All applications for Recognition of Prior Learning, accompanied by supporting documents, must be sent to the Registrar's Office by email at: info.rac@uqat.ca

Each application must be sent to us in **one consolidated package** containing all the required documents. Incomplete applications will not be considered. It will be mandatory to return all the documents in a single package, **even those previously sent**.

ADDITIONAL INFORMATION

Depending on the modules/programs, certain terms and conditions apply. Check our website for more information: <https://www.uqat.ca/admission/reconnaissance-des-acquis/>

APPEAL

If your application for Recognition of Prior Learning is refused, you have twenty (20) business days to file an appeal if you disagree with the decision. For more details, please visit our webpage: <https://www.uqat.ca/admission/reconnaissance-des-acquis/>

3. AUTHORIZATION AND CONSENT

By signing this form, you agree to the following terms and conditions:

- I authorize UQAT's Prior Learning Recognition Service to remove me from my current course(s) enrollment within my program, which is included in this application for Recognition of Prior Learning, should the evaluation outcome be favourable.
- I agree to pay the fees linked to my application for Recognition of Prior Learning (as detailed in the fee table provided above).

Signature of the student

Date