

Concordia Student ID:  
Family Name:  
First Name:  
Email Address:  
Daytime Phone Number:

**Choose the appropriate type of Request:**

**Option 1:** Registration at a university OUTSIDE Quebec

(To register at a university WITHIN Quebec, apply using the BCI website at <https://services.bci-qc.ca>)

Name of institution:

Year and term you wish to attend:

Number of Credits you wish to take:

Your request must be accompanied by the following items:

- Written statement of why you wish to take courses at another university
- The title, credit value, course number and course description of ALL courses you wish to take
- A list of how you wish each course to apply in your degree (e.g. free electives, out of faculty electives, substitute for a specific course required in your degree, etc)

**Option 2:** Other (specify):

Requests which fall into this category might include (but not limited to):

- Request to waive university or program residency requirements
- Request to transfer from "restricted to Part-time" to "Full-time" status
- Request to extend the deadline to submit work for incomplete courses
- Requests to unlapse a program (accompanied by a letter explaining activities since you last attended Concordia and copies of records of other institutions attended during the period of absence from Concordia University)

Please explain the reason(s) for your request clearly and concisely:

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Upload form and any supporting documents to [Finearts.sas@concordia.ca](mailto:Finearts.sas@concordia.ca)

**Office Use Only:**

Date: \_\_\_\_\_

Request Approved:

Request Denied:

Advisor Comments:

Advisor's Signature: \_\_\_\_\_

Upload form and any supporting documents to [Finearts.sas@concordia.ca](mailto:Finearts.sas@concordia.ca)