

TRANSFER CREDIT APPLICATION FORM (Degree & Diploma)

A. Personal Information		
_____ - _____ - _____ Student Number	_____ Program Name	
_____ Last Name	_____ First Name	_____ Date of Birth (dd/mm/year)
_____ - _____ - _____ Home Telephone Number	_____ - _____ - _____ Alternate Telephone Number	
Email Address: _____		

The charge for processing Transfer Credits is \$25.00 for one course, \$50.00 for two courses, and \$75.00 for three or more courses when submitted at the same time. The charge for processing transfer credits is non-refundable, regardless of the result of the application and actual courses granted an exemption.

B. Course(s) Details					
List the name and number of the Humber course(s) for which you seek assessment (for a Diploma General Elective use Genx001 and degree use LASE000)			Indicate the code, name and grade for the courses that you have taken at the post-secondary level.		
Humber Course Code	Humber Course Name	Subject & Course Code	Course Name and Institution	Grade	Office Use Only
					<input type="checkbox"/> Official Transcript <input type="checkbox"/> Detailed Outline <input type="checkbox"/> Int'l Assessment
<input type="checkbox"/> Approved this student only <input type="checkbox"/> Approved for all students (add to the database, minimum grade required _____)					
<input type="checkbox"/> Not Approved/ Reason: _____ Authorized by: _____					
					<input type="checkbox"/> Official Transcript <input type="checkbox"/> Detailed Outline <input type="checkbox"/> Int'l Assessment
<input type="checkbox"/> Approved this student only <input type="checkbox"/> Approved for all students (add to the database, minimum grade required _____)					
<input type="checkbox"/> Not Approved/ Reason: _____ Authorized by: _____					
					<input type="checkbox"/> Official Transcript <input type="checkbox"/> Detailed Outline <input type="checkbox"/> Int'l Assessment
<input type="checkbox"/> Approved this student only <input type="checkbox"/> Approved for all students (add to the database, minimum grade required _____)					
<input type="checkbox"/> Not Approved/ Reason : _____ Authorized by: _____					

C. I have attached official transcripts (original or certified true copies) and detailed course outlines from my previous institution. I have read the details about transfer credits as outlined on the second page of this form.

 Student Signature

 Date

D. Office of the Registrar Use Only

Amount Paid \$ _____ Comments (if required): _____

Received by: _____ Date: _____ Return to: _____

TRANSFER CREDIT APPLICATION FORM

Please read all of the details below prior to completing the transfer credit form.

Supporting Documentation

All transfer credit applications must be accompanied by full course outlines. Calendar descriptions are not sufficient.

Minimum requirements: students must have taken the course at a postsecondary institution and achieved a minimum grade of “C” or better or equivalent.

All international transcripts and course outlines must be evaluated and translated by one of following services:

World Education Services (www.wes.org)

University of Toronto (<http://learn.utoronto.ca/ces.htm>)

International Credential Assessment Service (<http://www.icascanada.ca/home.aspx#>)

Transfer Credit Process

Transfer credit applications should be submitted to the **Office of the Registrar** 4 weeks prior to the start of the semester.

Once your transfer credit application, supporting documentation and the appropriate fee are submitted, it will be logged on your student record and sent to the academic school for review.

While waiting to hear the results you should continue to attend classes. Results can be viewed on srs.humber.ca (Transfer Credits and PLAR). If you are granted the credit you are responsible for officially dropping the course. You can do this in The Office of the Registrar.

Following the Assessment

If you are granted a transfer credit, you may be permitted to take a replacement course of equal credit in that term provided you register for the course during the required registration timeframe. You must take a replacement course that is scheduled for that term and is part of your curriculum. Replacement courses must be added before the fifth day of classes. You cannot carry over credits from one term to the next.

If the course is in a future semester you are required to contact the Office of the Registrar to remove the course from your timetable when it is loaded.

Special Consideration

The last course to which transfer credit applies is normally HUMA 024 Humanities. For example, if a student qualifies for two General Education transfer credits and is in a program that requires two General Education courses and a Humanities, the student would still have to take the HUMA 024 Humanities course to satisfy the program requirements; in this case, only if a third transfer credit is granted, would an exemption from HUMA 024 Humanities be granted.

There is no charge for transfer credits from the University of Guelph-Humber.