

## TRANSFER CREDIT APPLICATION FORM

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

### Supporting Documentation

All transfer credit applications must be accompanied by an official transcript (**sealed from the sending institution or electronically received through [ontariocolleges.ca](http://ontariocolleges.ca)**), a detailed course outline(s)/syllabus.

To check for preapproved transfer credit courses, please visit ONCAT's website: [www.ontransfer.ca](http://www.ontransfer.ca).  
If the course is preapproved, a detailed course outline **is not** required.

### Minimum Grade Requirements

Students must have taken the course at a publically funded/accredited post-secondary institution and achieved a minimum grade of **60% or better or equivalent**. If you are requesting to use a diploma level credit for a degree level course the **minimum grade required is 75%**. (Please note that each academic school reserves the right to accept or deny transfer credit based on their own transfer credit policy)

**International transcripts** must be evaluated on a course-by-course basis by one of following:  
World Education Services <http://www.wes.org/>  
International Credential Assessment Service <http://www.icascanada.ca/home.aspx#>

### Transfer Credit Process

Transfer credit applications and supporting documents **must** be submitted to the Office of the Registrar **four weeks** prior to the start of the semester. If your application is received after this time, it may interfere with the last day to add and drop courses (Please see the Academic Calendar).

If the application is received by mail, the student will be contacted for the credit card number before the application can be processed. **Please mail the complete application and supporting documents to your attending campus (North or Lakeshore)**

Once your complete application and supporting documentation are submitted and the appropriate fees are paid, it will be logged on your student record and sent to the Academic School for review.

### Viewing Your Transfer Credit

While waiting to hear the results, you should continue to attend classes. Results can be viewed on the Academic Progress Report through your MyHumber account. You will see the credit as "**transferred from**" with a status of IP (in-progress). Once you see the green check mark (complete) beside your transfer credit request, you will know that your transfer credit has been approved.

If your transfer credit has been denied, the "**transferred from**" information will be removed from your Academic Progress Report. You can view denied transfer credits through the petition tab on your Academic Progress Report.

### Dropping the Course from your Timetable

You are responsible for dropping the course from your timetable once it is approved. If you are having difficulty, please fill out the e-form through your MyHumber account under Registration. Click on Records/Registration Inquiries

**Please note that last day to drop for a refund (if applicable) and the last day to drop without academic penalty are listed in the Academic Calendar each year. Please check the calendar and allow sufficient processing time in order to drop the course(s) according to the appropriate listed date.**

### Fees

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

## TRANSFER CREDIT APPLICATION FORM (Degree & Diploma)

<b>A. Personal Information</b>		
<hr/> Student Number	<hr/> Program Name	<hr/> Campus
<hr/> Last Name	<hr/> First Name	<hr/> Date of Birth (YYYY/MM/DD)
<hr/> Telephone Number	<hr/> Email Address	

<b>B. Course(s) Details</b>
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<b>List the course code and name of the Humber course(s) for which you seek assessment.</b> Please note, for a Diploma General Elective use GENX001 and Degree Breadth Elective use LASB001	<b>Indicate the course code, course name, institution and grade for the courses that you have taken at the postsecondary level.</b> <b>(Diploma to Diploma: 60% minimum grade required)</b> <b>Diploma to Degree: 75% minimum grade required)</b>
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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"/> Intl' Assessment

**Approved for all students (Add to the Articulation database, minimum grade required 60%. Please indicate if higher \_\_\_\_\_ )**  
*For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.*  
Level:  Upper level  Lower level Category:  SCC, Society, Culture and Commerce /  AH, Arts & Humanities /  ST, Science and Technology

Approved this student only/Reason: \_\_\_\_\_

Not Approved/Reason: \_\_\_\_\_

Authorized by: (PRINT) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

					<input type="checkbox"/> Official Transcript <input type="checkbox"/> Detailed Outline <input type="checkbox"/> Intl' Assessment
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**Approved for all students (add to the articulation database, minimum grade required 60%. Please indicate if higher \_\_\_\_\_ )**  
*For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.*  
Level:  Upper level  Lower level Category:  SCC, Society, Culture and Commerce /  AH, Arts & Humanities /  ST, Science and Technology

Approved this student only/Reason: \_\_\_\_\_

Not Approved/Reason: \_\_\_\_\_

Authorized by: (PRINT) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

					<input type="checkbox"/> Official Transcript <input type="checkbox"/> Detailed Outline <input type="checkbox"/> Intl' Assessment
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**Approved for all students (add to the articulation database, minimum grade required 60%. Please indicate if higher \_\_\_\_\_ )**  
*For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.*  
Level:  Upper level  Lower level Category:  SCC, Society, Culture and Commerce /  AH, Arts & Humanities /  ST, Science and Technology

Approved this student only/Reason: \_\_\_\_\_

Not Approved/Reason: \_\_\_\_\_

Authorized by: (PRINT) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

C. I have attached official transcripts (sealed) and detailed course outlines from my previous institution. I have read the details about transfer credits as outlined on the first page of this form.

\_\_\_\_\_  
 Student Signature \_\_\_\_\_  
Date

<b>D. Office of the Registrar Use Only</b>	
Amount Paid \$ _____	Comments (if required): _____
Received by: _____	Date: _____ Return to: _____