Humber College North Campus
205 Humber College Boulevard
Toronto, Ontario, M9W 5L7

Humber College Lakeshore Campus
2 Colonel Samuel Smith Park Drive
Toronto, Ontario M8V 4B6

Contact Us
Telephone: 416.675.3111
Email: transferopportunities@humber.ca
humber.ca/transferoptions

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)** and a detailed course outline(s)/syllabus.

To check for preapproved transfer credit courses, please visit our transfer credit database at humber.ca/transferoptions.
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 a credit card number before the application can be processed. **Please mail the complete application and supporting documents to your attending campus (North or Lakeshore. Orangeville students please mail to the North Campus)**

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 (if needed).

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 and a grade of TRC, you will know that your transfer credit has been approved. *An email will also be sent to notify you that a decision has been made.*

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.

Humber is committed to respecting your privacy and protecting your personal information. In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, R.S.O 1990, c. F.31,* this is to advise you that your personal information is collected under the legal authority of the *Ontario Colleges of Applied Arts and Technology Act, 2002,* and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). You may be also contacted by ministry- or college-authorized third parties for your voluntary participation in surveys to evaluate student and graduate experience and outcomes. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Associate Vice President of Administrative Services, 205 Humber College Boulevard, Toronto, ON, M9W, 5L7, 416.675.6622. ext.5509 **Last Revised: October 12, 2016**

HUMBER

TRANSFER CREDIT APPLICATION FORM (Degree & Diploma)

A. Personal Information

Student Number _____ Program Name _____ Campus _____

Last Name _____ First Name _____ Date of Birth (YYYY/MM/DD) _____

Telephone Number _____ Email Address _____

B. Course(s) Details

List the course code and name of the Humber course(s) for which you seek assessment. Please note, for a Diploma General Elective use GENX001 and Degree Breadth Elective use LASB001		**Indicate the course code, course name, institution and grade for the Course (s) that you have taken at the postsecondary level. (Diploma to Diploma: 60% minimum grade required Diploma to Degree: 75% minimum grade required)**			
Humber Course Code	Humber Course Name	Subject & Course Code	Course Name and Institution	Grade	Office Use Only
					☐ Official Transcript ☐ Detailed Outline ☐Intl' Assessment

☐ Approved for all students (Add to the Articulation database, minimum grade required 60%).
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) _____

					☐ Official Transcript ☐ Detailed Outline ☐Intl' Assessment

☐ Approved for all students (add to the articulation database, minimum grade required 60%).
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) _____

					☐ Official Transcript ☐ Detailed Outline ☐Intl' Assessment

☐ Approved for all students (add to the articulation database, minimum grade required 60%).
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 _____

D. Office of the Registrar Use Only

Amount Paid $_____ Comments (if required): _____

Received by: _____ Date: _____ Return to: _____