

How to Apply for Transfer Credit

If you feel that any courses you previously completed at another postsecondary institution (college or university) are equivalent to courses required for the program you are starting at Humber College, then you can apply for exemption through the 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](#)).

Please note, you must confirm your enrolment and pay your deposit to Humber prior to submitting transfer credits.

Steps:

- 1) Complete the application [form](#), include an official transcript (sealed from the sending institution or received electronically through ontariocolleges.ca) and detailed course outline/syllabus from the semester and year that you completed the course.

Students may visit www.ontransfer.ca for a list of courses that have already been assessed for equivalencies.

If the course you have previously completed is preapproved for the Humber course you are looking to receive exemption from, a detailed course outline is not required with the application. To check our pre-approved course database please click [here](#).

- 2) Once you have completed the form and gathered all required documents, you can either submit it in person or mail it to the Office of the Registrar.

Mailing Address (send to your attending campus):

Humber North Campus

205 Humber College Blvd., Toronto, Ontario, Canada. M9W 5L7

Humber Lakeshore Campus

2 Colonel Samuel Smith Park Dr., Toronto, Ontario, Canada. M8V 4B6

Make sure that for either address you put Attention: Office of the Registrar, Transfer Services

- 3) If the application is submitted in person, we will process your payment at time of submission.

If your application is mailed, then we will contact you via telephone or email to notify you to make payment through your MyHumber account. Payment options include Interac Online (BMO, RBC, ScotiaBank and TD Canada Trust), MasterCard, Visa, or you can include a certified cheque/money order.

The application fee is \$25.00 for one course, \$50 for two courses, and \$75 for three or more courses when submitted at the same time. The processing charge is non-refundable regardless of the result of the application process.

- 4) Once payment is made, we then send your application to the appropriate Academic School for assessment. **Please note, assessment may take 1–4 weeks depending on the time of year.**

Please ensure to read the first page of the Transfer Credit Application form for further details. You can also visit the [Transfer Options website](#) for the application and further information.