

TRANSFER CREDIT APPLICATION FORM (Excludes Bachelor of Nursing)

Student Checklist

- I have confirmed my offer of admission via ontariocolleges.ca and am applying for transfer credit as a domestic student.
- I have confirmed my offer of admission into a Humber program via the International Centre and am applying for transfer credit as an international student.

English Exemption

- I am applying for an exemption for a WRIT 100 level course using my conferred degree from a recognized post-secondary institution where English is the language of instruction. **(Please add this to your transfer application)**

Transfer Credit Application Form

- All sections of my transfer credit application form have been filled out accurately. This includes my personal information in Section A, course details in Section B and signature and date in Section C.

Transcript and/or WES/ICAS Evaluation

- I have attached my sealed (unopened) official transcript from my previous post-secondary institution.
- My transcript from my previous post-secondary institution was sent electronically to ontariocolleges.ca
- I am an international student or I have completed my program internationally and I have attached my course-by-course WES or ICAS evaluation.

Detailed Course Outlines/Syllabi

- I have attached **detailed** course outlines/syllabi for **each** course I wish to seek assessment for from the year the course was taken.
- I have checked the Humber database and my course(s) were listed as pre-approved with the corresponding attributes. (I.e. Breadth Elective, Science and Technology)

Transfer Credit Process

Transfer credit applications and supporting documents **must** be submitted to the **Office of the Registrar** **four weeks** prior to registration for 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 submit the complete application and supporting documents to your attending campus (North, Lakeshore or Orangeville)

Once your completed application and supporting documentation are received, the appropriate fees will be applied to your account and results will be posted on your student record.

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.

Once your application is received, **the fee will be posted to your student account. Fee payments must be made through online banking. Please refer to humber.ca/fees for payment options.**

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

TRANSFER CREDIT APPLICATION FORM (Degree & Diploma excluding Bachelor of Nursing)

A. Personal Information		
Student Number _____	Program Name _____	Campus _____
Last Name _____	First Name _____	Date of Birth _____
Telephone Number _____	Email Address _____	

B. Course(s) Details: PLEASE FILL OUT SEPARATE FORMS FOR ENGLISH, MATH, GENERAL EDUCATION ELECTIVES AND CORE COURSE

HUMBER COURSE INFORMATION		SENDING INSTITUTION COURSE INFORMATION			
List the Humber course code and name of the Humber course(s) for which you are seeking 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 another recognized postsecondary institution. (Diploma to Diploma: 60% minimum grade required Diploma to Degree: 65% minimum grade required)			
Humber Course Code	Humber Course Name	Subject & Course Code	Course Name and Institution	Grade	Office Use Only
					<input type="checkbox"/> In Database <input type="checkbox"/> Official Transcript <input type="checkbox"/> Detailed Outline <input type="checkbox"/> Intl' Assessment
<input type="checkbox"/> Approved This course will be added to the Articulation database. <i>For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.</i> <input type="checkbox"/> Approved for GENX 001 Level: <input type="checkbox"/> Upper level <input type="checkbox"/> Lower level Category: <input type="checkbox"/> SCC, Society, Culture and Commerce / <input type="checkbox"/> AH, Arts & Humanities / <input type="checkbox"/> ST, Science and Technology <input type="checkbox"/> Not Approved/Reason: _____					
Authorized by: (PRINT) _____			(SIGNATURE) _____		
					<input type="checkbox"/> In Database <input type="checkbox"/> Official Transcript <input type="checkbox"/> Detailed Outline <input type="checkbox"/> Intl' Assessment
<input type="checkbox"/> Approved This course will be added to the articulation database. <i>For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.</i> <input type="checkbox"/> Approved for GENX 001 Level: <input type="checkbox"/> Upper level <input type="checkbox"/> Lower level Category: <input type="checkbox"/> SCC, Society, Culture and Commerce / <input type="checkbox"/> AH, Arts & Humanities / <input type="checkbox"/> ST, Science and Technology <input type="checkbox"/> Not Approved/Reason: _____					
Authorized by: (PRINT) _____			(SIGNATURE) _____		
					<input type="checkbox"/> In Database <input type="checkbox"/> Official Transcript <input type="checkbox"/> Detailed Outline <input type="checkbox"/> Intl' Assessment
<input type="checkbox"/> Approved This course will be added to the articulation database. <i>For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.</i> <input type="checkbox"/> Approved for GENX 001 Level: <input type="checkbox"/> Upper level <input type="checkbox"/> Lower level Category: <input type="checkbox"/> SCC, Society, Culture and Commerce / <input type="checkbox"/> AH, Arts & Humanities / <input type="checkbox"/> ST, Science and Technology <input type="checkbox"/> 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

Fee Posted \$ _____ Comments (if required): _____

Received by: _____ Date: _____ Return to: _____