

Humber Polytechnic North Campus

205 Humber College Boulevard Toronto, Ontario, M9W 5L7 Attn: Transfer Services

Humber Polytechnic Lakeshore Campus

2 Colonel Samuel Smith Park Drive Toronto, Ontario, M8V 4B6 Attn: Transfer Services **Contact Us**

Telephone: 416.675.3111 transferoptions@humber.ca

TRANSFER CREDIT APPLICATION

Student Checklist
☐ I am applying for transfer credit as a domestic student.
☐ I am applying for transfer credit as an international student.
☐ I am applying for transfer credit as a continuing education student.
English Exemption
I have a conferred degree from a recognized post-secondary institution where English is the language of instruction and I am eligible for a WRIT 100 exemption. I will add this to my transfer application to apply for the exemption.
Transcript and/or WES/ICAS Evaluation
☐ I have directed my post-secondary institution to email my official transcripts <u>transferoptions@humber.ca</u> (Preferred)
☐ My transcript from my previous post-secondary institution was sent electronically to <u>ontariocolleges.ca</u>
☐ I have directed my post-secondary institution to mail my official transcript to the North or Lakeshore campus. Please select the campus: ☐ North ☐ Lakeshore (This may cause an additional delay)
☐ I am an international student, or I have completed my program internationally and I have submitted my WES evaluation/ICAS evaluation during the admissions process.
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) are 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 <u>four weeks</u> prior to the start of term. Applicants are encouraged to apply for transfer credits prior to registration to avoid making changes to their schedule. All applicants are expected to register and attend all required courses until results have been confirmed. If your application is received after this time, it may interfere with the last day to add and drop courses (Please see the <u>Academic Calendar</u>) Please submit the complete application and supporting documents to transferoptions@humber.ca.
Once your completed application and supporting documentation is received, the appropriate fees will be applied to your MyHumbel account and results will be posted on your Academic Progress.
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 MyHumber account. Please refer to humber.ca/fees for payment options . Please note: There is no charge for transfer credits for internal Humber College or the University of Guelph-Humber.
Transfer Credit Application Form
☐ All sections of my transfer credit application form have been filled out accurately. This includes my personal information in

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.0 1990, c. F.31, this is to advise you that you're 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). 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: September, 2021

Section A, course details in Section B and signature and date in Section C.



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TRANSFER CREDIT APPLICATION

A. Personal In	formation							
Student Number: Program:		Campus:						
Last Name: First Na		First Name:	Date of Birth:					
Telephone: Email:								
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.			Indicate the course code, course name, institution and grade for the course(s) that you have taken at another recognized postsecondary institution.					
If you are transferring elective(s) please use: GENX001 – General Elective LASB 001 – Degree Breadth Elective			(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 <u>AND</u> Institution	Grade				
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Course Code	Humber Course Name	Course Code	Course Name <u>AND</u> Institution	Grade			
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C. I have read the details about transfer credits as outlined on the first page of this form.

Student Signature (PLEASE TYPE):

Date: