

## 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 [transferoptions@humber.ca](mailto:transferoptions@humber.ca) (Preferred)
- My transcript from my previous post-secondary institution was sent electronically to [ontariocolleges.ca](http://ontariocolleges.ca)
- 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 **four weeks** 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 [Academic Calendar](#)) **Please submit the complete application and supporting documents to [transferoptions@humber.ca](mailto:transferoptions@humber.ca).**

Once your completed application and supporting documentation is received, the appropriate fees will be applied to your [MyHumber](#) 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](http://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 Section A, course details in Section B and signature and date in Section C.



**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](mailto:transferoptions@humber.ca)

## TRANSFER CREDIT APPLICATION

### A. Personal Information

Student Number:	Program:	Campus:
Last Name:	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

List the **Humber** course code and name of the **Humber** course(s) for which you are seeking assessment.

**If you are transferring elective(s) please use: GENX001 – General Elective LASB 001 – Degree Breadth Elective**

#### SENDING INSTITUTION COURSE INFORMATION

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 <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: