

## TRANSFER CREDIT APPLICATION

**If you are applying from a recognized Ontario College or University please go to MyHumber and select Transfer Application to apply. Do not fill in this application.**

### Student Checklist

- I am applying for transfer as a domestic student.
- I am applying for transfer 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.**

### 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 directed my post-secondary institution to email my official transcripts to [transferoptions@humber.ca](mailto:transferoptions@humber.ca) (Preferred)
- My transcript from my previous post-secondary institution was sent electronically to 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)

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### 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.

**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**

<p align="center"><b>HUMBER COURSE INFORMATION</b></p> <p>List the <b>Humber</b> course code and name of the <b>Humber</b> course(s) for which you are seeking assessment.  <b>If you are transferring elective(s) please use:</b>  <b>GENX001 – General Elective</b>  <b>LASB 001 – Degree Breadth Elective</b></p>	<p align="center"><b>SENDING INSTITUTION COURSE INFORMATION</b></p> <p>Indicate the course code, course name, institution and grade for the course(s) that you have taken at another recognized postsecondary institution.  <b>(Diploma to Diploma: 60% minimum grade required)</b>  <b>Diploma to Degree: 65% minimum grade required)</b></p>
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Humber Course Code	Humber Course Name	Subject & Course Code	Course Name <u>AND</u> 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

Approved **This course will be added to the Articulation database.**  
 For LASB 001 degree elective courses, Academic Contacts will need to indicate the level and the category.  Approved for GENX 001  
 Level:  Upper level  Lower level Category:  SCC, Society, Culture and Commerce /  AH, Arts & Humanities /  ST, Science and Technology

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
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