

## 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.

### Age of Course

- All of my previous credits are no more than **5 years old** for core courses and no more than **10 years old** for writing, math and elective courses.

### 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)

### 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 outside of Canada. I have attached my course-by-course WES or ICAS evaluation.

- 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.

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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 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.

### Viewing Your Transfer Credit

While waiting to hear the results, you should continue to attend classes. Results can be viewed on the Academic Progress Report through your MyHumber account. You will see the credit as **"transferred from"** with a status of IP (in-progress). Once you see the green check mark (complete) beside your transfer credit request, you will know that your transfer credit has been approved.

If your transfer credit has been denied, the **"transferred from"** information will be removed from your Academic Progress Report. You can view denied transfer credits through the petition tab on your Academic Progress Report.

### Dropping the Course from your Timetable

You are responsible for dropping the course from your timetable once it is approved. If you are having difficulty, please fill out the e-form through your MyHumber account under Registration. Click on Records/Registration Inquiries

**Please note that last day to drop for a refund (if applicable) and the last day to drop without academic penalty are listed in the Academic Calendar each year. Please check the calendar and allow sufficient processing time in order to drop the course(s) according to the appropriate listed date.**

### 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

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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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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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) \_\_\_\_\_

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: \_\_\_\_\_