

## How to apply for Transfer Credits?

If you have previously taken courses at another post-secondary institution (college or university) and feel they are equivalent to the courses required for your program at Georgian College, you are able to apply for exemption through the transfer credit process.

The transfer credit form and supporting documents must be submitted to the Transfer Credit Team in the Office of the Registrar 60 days prior to the start of your program. If your application is received after this time, it may impact your ability to select courses or make changes to your timetable. **Please note: you must first accept your offer of admission and pay your deposit to Georgian prior to applying for transfer credits.**

- Step 1.** Complete the credit transfer [form](#).
- Step 2.** Provide official transcripts (received electronically through [ontariocolleges.ca](http://ontariocolleges.ca) or directly from your previous institution). **Please note: We strongly encourage that transcripts be sent electronically. If, for any reason, the transcript(s) are sent by mail they must be sealed by the previous institution in an unopened envelope. Mailed transcripts will experience further delays as we check mail on campus once a week.**
- Step 3.** Provide detailed course outlines/syllabi – These are needed for credits achieved outside of Georgian College. The outline should be from the same time the credit was achieved and should include course content, learning outcomes and grading schemes.
- Step 4.** Submit your completed form and supporting documents to the Transfer Credit team electronically to [ctcregistrar@georgiancollege.ca](mailto:ctcregistrar@georgiancollege.ca).
- Step 5.** Credit transfer application fee is applied to your student account at the time the application is received. Please see [Associated fees](#) on the Credit Transfer webpage for fee and payment details.
- Step 6.** Documents will be sent to the appropriate academic area for assessment. **Please note: assessments take 1–6 weeks depending on the time of year.**

Please ensure you read the first page of the transfer credit form for further information. You can also visit the [Credit Transfer](#) website for the application and further details.