

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 Individual and Block transfer [form](#).

- Step 2.** Provide official transcripts (sealed from your previous institution or received electronically through ontariocolleges.ca) - Transcripts will not be accepted if they are not sealed and in an unopened envelope.

- 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 located in the Office of the Registrar at the Barrie Campus by one of the following:
 1. Email: [Credit Transfer Centre](#) with a PDF copy of the form and all supporting documentation excluding your official transcript which must be sent to Georgian in a sealed envelope
 2. In Person: Office of the Registrar at the campus you will be attending
 3. Mail: Attention
Credit Transfer
Georgian College
One Georgian Dr.
Barrie, ON L4M 3X9

- Step 5.** Pay the credit transfer application fee – Please see [Associated fees](#) on the Credit Transfer webpage or the [transfer credit form](#) for fee and payment details.

- Step 6.** Once payment is received, your 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.