

Before completing your application for individual and block transfer credit, please ensure you have read all the information listed, signed, and dated the form below. Requests will not be accepted if the form is not completed, signed and dated, and/or information/supporting documents are missing.

For more information on the credit transfer process please visit the [Credit Transfer team](#)

Application checklist

- 1 Confirmation of offer and deposit paid.** Before a complete assessment for transfer credits can be done, you will need to have confirmed your offer and have paid at least the minimum deposit towards your Georgian College program.
- 2 Academic Achievements.** Official transcripts are needed for all academic achieved at a post-secondary institution.
- 3 Official transcript.** For a transcript to be deemed official, it must be sent directly from your previous school(s) via:
 - electronic through Ontariocolleges.ca
 - fax 705.722.1517; Attention: Credit Transfer centre
 - email CTCRegistrar@georgiancollege.ca; Subject line: GC Student ID#
 - in-person in a sealed envelope: The Credit Transfer centre will not accept an opened transcript.
 - NOTE: due to remote delivery of services, email or electronic submissions are preferred at this time.
 - Postal mail address; Attention: **Credit Transfer**
Georgian College
One Georgian Dr.
Barrie, ON L4M 3X9
- 4 Course outlines/syllabi.** These are needed for credits achieved outside of Georgian College. The outline should be for the time frame the credit was achieved.
- 5 Application for individual and block transfer credit.** Reverse side of this form must be completed, signed, and dated.
- 6 Fee is paid.** A fee of up to \$100. (\$50. for one transfer credit and \$100. for two or more; subject to change) is required for students transferring credits into Georgian from another institution. This can be done through your bank ("Payee name" is Georgian College – TUITION and "Account number" is your 9 digit Georgian ID). **Note: At this time, due to remote delivery of services, credit card and other methods of payment cannot be taken.** Transfer credit fees are non-refundable even if requests are denied. No fee applies to requests for only one transfer credit towards a communication course.

Important information

- We guarantee transfer credit assessments to be complete by your program start date if submitted at least 2 months prior (check [web](#) for specific dates). All requests submitted later will be completed; however, there is no guarantee of results prior to your program start date. Results will be provided via email from CTCRegistrar@georgiancollege.ca within 2-5 weeks following submission of Individual and Block Transfer Credit form, documentation and payment.
- Course equivalencies are evaluated based on a comparison of previous institution course outline/syllabi and Georgian College course outline/syllabi. At least 80 per cent match is needed to deem a course equivalent.
- A minimum grade of 60 per cent (C) is required to transfer an equivalent course (some courses require above 60 per cent to transfer the credit). BScN requires a minimum grade of 65 per cent.
- You can request transfer credits towards your program's non-core elective courses, which may include communication, general education, and liberal arts credits.
- Courses completed more than 10 years prior may be denied for certain programs (some programs may have a shorter length of time for how old a course can be). BScN courses, such as Nursing Skills are valid for one year.
- Private or career college courses are not eligible for transfer credit.
- Transfer credit fees are non-refundable even if requests are denied. It is important to review the course descriptions online prior to submitting requests.
- It is the students responsibility to withdraw (during the add/drop period) from courses on their timetable when a transfer credit is granted. Failing to do may result in a failing grade or additional fees.

Are you on OSAP or a study permit?

Contact [Financial Aid](#) if you are an OSAP recipient as transfer credits may affect a student's funding – FinancialAid@GeorgianCollege.ca

Contact the [International Centre](#) if you are studying on a visa/study permit as transfer credits may affect a student's permit – International@GeorgianCollege.ca

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Georgian College is compliant with the Freedom of Information and Protection of Privacy Act (FIPPA), 1990, and endeavors to treat your personal information in accordance with this law. The personal information requested on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. The information provided will not be used for any purposes other than the administration and evaluation of individual and block transfer credit.

For further information about the information requested on this form or the purpose for which it will be used, please contact the Office of the Registrar at CTCRegistrar@georgiancollege.ca or 705.722.1511; for more information about FIPPA, please contact the Access and Privacy office at AccessPrivacy@GeorgianCollege.ca or 705.728.1968 ext., 5770.

Signature of Applicant

Student number

Date

Submit from your Georgian College email to: CTCRegistrar@georgiancollege.ca

Continue to reverse side

PERSONAL IDENTIFICATION

Student ID number:	Date:	Email:
Last name:		First name:
Program:		Status: <input type="checkbox"/> full-time <input type="checkbox"/> part-time

Course request information

- Requesting one communications course only (no fee applies).
- Elective courses only (includes general education, communication and liberal arts. This does not include core electives that are specific to your program).
By choosing one or both of these, you do not need to fill out the course detail section below.

Grey area for administrative use only.

Request 1: Previous post-secondary institution:

Previous course code and title	Grade	Yr. completed	Georgian course code and title
Mapping exists <input type="checkbox"/> Yes	Effective term:		<input type="checkbox"/> No, requires assessment
Assessor's name:	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved expiry term:	

Request 2: Previous post-secondary institution:

Previous course code and title	Grade	Yr. completed	Georgian course code and title
Mapping exists <input type="checkbox"/> Yes	Effective term:		<input type="checkbox"/> No, requires assessment
Assessor's name:	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved expiry term:	

Request 3: Previous post-secondary institution:

Previous course code and title	Grade	Yr. completed	Georgian course code and title
Mapping exists <input type="checkbox"/> Yes	Effective term:		<input type="checkbox"/> No, requires assessment
Assessor's name:	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved expiry term:	

Request 4: Previous post-secondary institution:

Previous course code and title	Grade	Yr. completed	Georgian course code and title
Mapping exists <input type="checkbox"/> Yes	Effective term:		<input type="checkbox"/> No, requires assessment
Assessor's name:	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved expiry term:	

For Office of the Registrar use only

Total amount assessed: \$ _____ Payment made: Yes No Date: (mm/dd/yyyy) _____

Date reviewed: (mm/dd/yyyy) _____ Pathways officer/designate signature _____ Approved: Yes No

Academic Level: PS UG PG NC Entry term: (fall, winter, summer) _____

Date processed/entered: (mm/dd/yyyy) _____

Submit from your Georgian College email to: CTCRegistrar@georgiancollege.ca

Office of the Registrar, One Georgian Drive, Barrie, ON L4M 3X9 | T: 705.722.1511 | F:705.722.1517

Dated Aug. 11/20 V1