



Please submit using one of the following methods:

In person: Admissions & Recruitment Office
Level 1, 230 Richmond St. West, Toronto

Mail: Admissions & Recruitment Office, OCADU
100 McCaul St. Toronto, ON M5T 1W1

Email: Lshimizu@ocadu.ca

Transfer Credit Request

Final Deadline: Students have **1 year** from the time they are admitted to OCAD U (August 31 following the year of admission) to submit a request.

Per Term Deadlines: Within the 1 year deadline, students who request transfer credits after the dates below may lose tuition refund money and may not be able to replace courses in their schedule after they receive their transfer credit results.

Fall term: August 1 **Winter term:** Nov 15 **Spring/Summer term:** Mar 31

Any personal information collected on this form is protected under the Freedom of Information and Protection of Privacy Act. The information you provide will be used to update your OCAD U records. These records are only viewed by OCAD U administrative staff and not released to any other parties.

Last name:	First name:	OCAD U ID#:
Email address:	Program/Major:	Year level & Year of entry to OCAD U (e.g. Year 1 - 2019):

Transfer Credits are the awarding of credit, usually on a course-by-course basis, for work completed at another accredited post-secondary institution or Advanced Placement (AP) or International Baccalaureate (IB) Higher Level courses.

Applicants must submit the following documentation. All documentation in a language other than English or French must be accompanied by a certified English translation:

- Official transcript(s)
- Detailed course outlines (syllabi) will be requested if required

DOCUMENTS SUBMITTED:

Transcript submitted:

- My official transcript was sent when I applied to OCAD U.
- I will order or have ordered my official transcript to be sent to the Admissions & Recruitment Office.
- I am attaching my official transcript with this form in a sealed envelope from the institution.

Course outlines/syllabi submitted:

- I am attaching hard copies of course outlines with this form.
- I will email course outlines to Lshimizu@ocadu.ca.

OFFICE USE ONLY

NOTES	Received:
	All requested documents received:
	<input type="checkbox"/> Syllabi requested:
	<input type="checkbox"/> Final transcript requested:
	<input type="checkbox"/> Final results sent:

TRANSFER CREDIT TERMS & CONDITIONS

Transfer Credits are granted based on the following principles:

- Post-secondary courses from an accredited institution with a minimum final grade of **60% to 70%**, depending on the source institution, are eligible for transfer credit consideration.
- Contact hours must total a minimum of 36 hours for 0.5 OCAD University credit, with a minimum of three weeks of instruction.
- A maximum of 1.5 studio credits may be awarded to new first-year students.
- A maximum of 1.5 transfer credits may be awarded for International Baccalaureate (IB) Higher Level courses with a minimum score of 5 and/or Advanced Placement (AP) courses with a minimum score 4.
- Transfer credits may not exceed 50% of the total credits required to complete an OCAD U Bachelor's Degree program (i.e. 10 credits maximum combining Upper Year Admission, Transfer Credit and/or Course Challenge).

Courses Assessed & Approved for Transfer Credits

The Senior Admissions & Transfer Officer will review your full transcript for courses that are eligible for transfer that are relevant to your program. **If you would like us to omit specific courses for potential transfer, you must let us know.**

If you change programs during your time at OCAD U, you may request another review of your transcript for additional and/or modified transfer credits. You have up to 6 months after you start your new program to request this.

In addition, **there is no guarantee that all of your approved transfer credits will fulfill graduation requirements.**

Grades Used for Transfer Credits

Courses approved for transfer to your OCAD U program will appear on your OCAD U academic transcript with the notation "TR". The grades you earned at your previous institution are not recorded on your OCAD U transcript and are not used to calculate your OCAD U average; however, they are used to determine the designation of "**graduation with distinction**".

To graduate with distinction, all of your transfer credits must have minimum grades of 70% and you must earn minimum grades of 70% and an overall average of 80% in all of your OCAD U credits. If this designation is something you wish to attain, you have **20 business days** from the date of this letter to decline transfer credits from courses with grades **lower than 70% (B-)**.

Enrollment Status Implications

To maintain full-time status during the fall/winter session, students must register for a minimum of 1.5 credits in each of the fall and winter terms. Students normally take 2.5 credits in each term to complete their major/program in four years. **Receiving transfer credit could affect your full-time status** if you are not able to add courses to your schedule because of lack of space in courses and/or missing course prerequisites.

A part-time course load could affect eligibility for working on campus, student loan funding, internal or external scholarships and bursaries, etc. For students who receive Ontario or Canada student loan funding, please contact the Financial Aid & Awards office for enrollment eligibility requirements. If you would like advice on planning your schedule, please visit the Student Advising Centre.

I acknowledge that I have read the Terms & Conditions above:

Date: _____

Student's Signature

(For electronic submissions, please type your name as your signature)

OCAD U ID#:

OCAD U PROGRAM:

INSTITUTION & COURSE INFORMATION

Fill out this page again for each institution attended or if you require more space for course information than is provided.

<p>Previous institution attended: _____</p> <p>Program attended: _____</p> <p>Year _____ to _____</p> <p>Did you graduate? <input type="radio"/> Yes <input type="radio"/> No</p>	<p>Program type:</p> <ul style="list-style-type: none"> <input type="radio"/> IB or AP courses <input type="radio"/> Certificate <input type="radio"/> Diploma <input type="radio"/> Advanced Diploma <input type="radio"/> Applied Degree <input type="radio"/> Associate's Degree <input type="radio"/> Bachelor's Degree <input type="radio"/> Graduate Degree
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Course information:

Yes **No** - I would like my full transcript reviewed for maximum transfer credit consideration related to my program. (If you check yes, you may leave the course information below empty. If you check no, please specify the courses below.)

Yes **No** - I would like courses on my transcript with grades lower than B- (70%) omitted from being reviewed.

Course outlines:

You may attach or email course outlines/syllabi but we will request them from you for courses that have not been previously approved for transfer credit. Course outlines/syllabi should contain the following information: **course description, learning outcomes, weekly topics, required texts, grade breakdown, and assignment details.** This document is usually provided by the professor on the first day of classes.

PREVIOUS COURSE CODE	DATE COMPLETED YY/MM/DD <small>Fall: YR/12/31 Winter: YR/04/30 Summer: YR/07/31</small>	PREVIOUS COURSE TITLE	CREDIT WEIGHT	GRADE	OFFICE USE ONLY			
					Outline Rec'd?	Proposed Equivalent	Approved Equivalent or Not Approved	Initials
						Studio + Other:		
						Total:		