



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

Admissions & Recruitment Office
Transfer Credit Request

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 - 2018):

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: <input type="radio"/> My official transcript has already been sent to OCAD U <input type="radio"/> I ordered my official transcript on _____ <input type="radio"/> I am attaching my official transcript with this form	Course Outlines submitted: <input type="radio"/> I am attaching course outlines with this form <input type="radio"/> I will email course outlines to lshimizu@ocadu.ca
OFFICE USE ONLY – ADMISSIONS OFFICER’S NOTES	
Date application received:	<input type="checkbox"/> Outlines Requested Date:
Date all requested documents received:	<input type="checkbox"/> Final Transcript Requested Date:
1	7
2	8
3	9
4	10
5	11
6	12

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 Admissions 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

Transfer credits you receive will appear on your OCAD U transcript with a grade of "TR". The actual grades you received from your previous institution are not used in calculating your academic average but the **grades are used in determining "Graduation with Distinction"**. Graduating with Distinction occurs when a student achieves an **overall average of 80% and no grade lower than 70%** on the entire program with no failed courses. This status is recorded on a student's transcript and diploma. **If this is important to you, you may want to carefully consider requesting transfer credits in courses with grades lower than 70% (B-).**

Enrollment Status Implications

A full-time student at OCAD U must be enrolled in a course load of **at least 4.0 credits** during the fall/winter terms, preferably 2.0 credits per term. **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)

INSTITUTION & COURSE INFORMATION

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

Previous institution attended: <hr style="width: 80%; margin-top: 20px;"/>	Program attended: <hr style="width: 80%; margin-top: 10px;"/> Year _____ to _____	Program type: <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	Did you graduate? <input type="radio"/> Yes <input type="radio"/> No
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COURSE OUTLINE / COURSE SYLLABUS

We will request from you course outlines/syllabi 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.

Please attach paper copies or send by email to lshimizu@ocadu.ca. If sending course outlines by email, please name each document with the following name format: **Course Code Title** (e.g. ENGL 101 English Writing)

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