

TRANSFER CREDIT APPLICATION

TRANSFER CREDITS ARE CONSIDERED FOR EXTERNAL POST-SECONDARY COURSES ONLY.

- Complete transfer credit application instructions and Transfer Credit Policy are available in the Undergraduate, Graduate, or the Chang School Continuing Education Calendars which are available online at www.ryerson.ca/calendar.
- Additional transfer credit information is available online at www.ryerson.ca/transfercredits.
- Students should read the complete Transfer Credit Policy before applying.
- Application instructions are on the reverse of this form.

TC UNIT USE ONLY

ADMIT TERM: _____

ACAD PROG CODE: _____

BOA LATE FEE REC'D

ACCT NO. 1-11-12038-5249 (HK 44) (Late Fee)

STUDENT ID #

LAST NAME

FIRST NAME(S)

RYERSON PROGRAM: _____

SELECT STUDENT TYPE:

- UNDERGRADUATE STUDENT** - Returning undergraduate students must pay the Transfer Credit Late Fee at Enrollment Services and Student Records (POD-70) and attach the receipt to the applications. See the Transfer Credit Application instructions on reverse for more information.
- CHANG SCHOOL CERTIFICATE STUDENT** - Students *must* be registered and confirmed in a Certificate program to apply for transfer credits and may only apply for courses that are a part of their Certificate program. Indicate courses you are applying for in the Ryerson Course/Subject Area below.
- GRADUATE STUDENT** - Please contact your Program Administrator for [further information](#) before applying.

PREVIOUS EDUCATIONAL INSTITUTION COURSE CODE* COURSE TITLE*

**Please refer to your transcript for the exact course code and title.*

YEAR TAKEN: _____ DURATION: _____ Semester(s) FINAL GRADE: _____ OFFICIAL TRANSCRIPT: ATTACHED PREVIOUSLY SUBMITTED

COURSE OUTLINE: ATTACHED PREVIOUSLY SUBMITTED WAS THIS COURSE TAKEN ON A LETTER OF PERMISSION? YES NO

HAVE YOU APPLIED TO GRADUATE FROM YOUR RYERSON PROGRAM? YES NO IS THE TRANSFER CREDIT LATE FEE RECEIPT ATTACHED? YES NO (RETURNING STUDENTS ONLY)

RYERSON COURSE/SUBJECT AREA: Indicate below if you are seeking credit for a specific Ryerson course or subject area (E.g., PSY 102 or Psychology). (Optional for Undergraduate Students)

I acknowledge that the documentation submitted with this application is accurate and complete and I have read the Instructions and Transfer Credit Policy.

STUDENT SIGNATURE: _____ DATE: _____

TRANSFER CREDIT UNIT USE ONLY

INCOMPLETE: Transcript Course Outline Assignments / MOE Other _____

Date Communication Assigned: _____ Initials: _____

COMPLETE: NO RULE GRANTED: _____ **DENIED:** Inst. Not Recognized BOA Low Grade Course Prev. Used

Date: _____ Initials: _____ No EQ Credit Prev. Granted Other _____

POSTED Date: _____ Initials: _____ **RULE CREATED** Date: _____ Initials: _____ Org ID _____

TRANSFER CREDIT DECISIONS - TEACHING DEPARTMENT USE ONLY

NO DECISION Redirect to another Teaching Department: _____

MORE INFO NEEDED: Topics Covered Textbook(s) Used Info on Assign/Eval Other: _____

CREDIT(S) GRANTED _____ USING COURSE(S): _____

CREDIT DENIED Content Level Timespan Other _____

COMMENTS: _____

NO RULE - THIS STUDENT ONLY **CREATE RULE:** FOR PROGRAM FOR ALL APPLICABLE PROGRAMS Max Timespan (years): _____

Evaluator's Name

Signature

Date

RYERSON UNIVERSITY

TRANSFER CREDIT UNIT, POD-363
350 Victoria Street, Toronto, Ontario, Canada, M5B 2K3
www.ryerson.ca/transfercredits | tcredits@ryerson.ca | Tel: 416-598-5959

To learn about Ryerson's Policy on the protection of personal information visit www.ryerson.ca/privacy

05/01/10

Transfer Credit Application Instructions

- Transfer Credit Application Forms will only be accepted and processed once you have confirmed your Offer of Admission or for Chang School students, once you have been confirmed in a certificate program.
- Students enrolled in a graduate program should refer to the Transfer Credit website for information on [Transfer Credit for Graduate Students](#).
- If the Transfer Credit Unit staff must contact you they will use your Ryerson E-mail and telephone and mailing address on record with Ryerson. Information can be updated via the Personal Information link on RAMSS.
- Supporting documents submitted with this form become the property of Ryerson University and will not be returned. Course outlines will be disposed of once a Transfer Credit decision is made. We recommend applicants keep a copy of the form and supporting documents for their records.
- Transfer Credit decisions are only valid after authorized by the Transfer Credit Unit and posted to your record.

To apply using the Transfer Credit Application Form:

1. Complete one application form and attach a detailed course/teaching outline for each course you are using to apply for Transfer Credit. Official transcripts in a sealed envelope from the issuing institution must be included with applications if they were not previously submitted to Ryerson. Incomplete applications will delay the processing of the application.
2. Complete applications can be submitted in person to Enrollment Services and Student Records (POD-70) or mailed to Ryerson University, Transfer Credit Unit, POD-363, 350 Victoria Street, Toronto, Ontario M5B 2K3.
3. Transfer Credit decisions will be available via 'View Transfer Credit Report' in RAMSS. For Ontario schools, allow a minimum of one to two weeks after submission of applications before viewing this report. For out-of-province schools, allow at least three to four weeks before checking.
4. Courses from an Ontario institution that we do not have equivalencies for will show as 'No Rule' and will be assessed by faculty. Results will be posted on RAMSS and may take six to eight weeks considering the application is complete. Out-of-province courses not listed on RAMSS with a final decision are in transition and/or are being evaluated by the appropriate faculty and may take the full time allotted.

Completing the Transfer Credit Application Form:

Course Code/Course Title: The course code and title must be listed in the field provided exactly as it is listed on the official transcript. The course code and title on the teaching outline submitted must also match the official transcript.

Final Grade: Certificate/Degree Students: University courses are considered for Transfer Credit if the grade obtained is a minimum grade of 'C', where 'C' equals 60 percent or higher. College courses are considered for Transfer Credit if the grade obtained is a minimum grade of 'B', where 'B' equals 70 percent or higher.

Letter of Permission: A Letter of Permission is required for Ryerson degree or certificate students who take a course at another post-secondary institution toward their program. Refer to www.ryerson.ca/curriculumadvising for more information on Letters of Permission. Students must indicate on the form whether a course was taken on a Letter of Permission and submit an official transcript (in a sealed envelope) with the application. Students are not required to attach a course teaching outline. Applications for courses taken on a Letter of Permission are not subject to the Transfer Credit Late Fee.

Transfer Credit Late Fee: Undergraduate students have 2 semesters from enrolling at Ryerson to apply for Transfer Credits. A Late Fee will be charged to students who have exceeded their **deadline**. Fees can be paid and a receipt of payment attached to the forms at Enrollment Services and Student Records (POD-70) when submitting applications. Applications submitted without paying the Late Fee will be processed and the Late Fee will be charged to the student record. The Late Fee will appear on the Student Centre on RAMSS under 'Holds' until payment is made at Enrollment Services and Student Records.

Have You Applied to Graduate from your Ryerson Program? If you have applied to graduate from your Ryerson degree or certificate, please indicate to ensure that credits are processed prior to evaluating your Application to Graduate.

Ryerson Course/Subject Area: If there is a specific Ryerson course or subject area you are seeking, please indicate in the space provided. Refer to the appropriate [Academic Calendar](#) for a complete listing of available subject areas and courses. The Transfer Credit Unit will direct the course to the subject area in the best interest of earning a credit, therefore if you are not seeking a specific course/subject area leave this field blank. Certificate students must identify a specific course as they may only apply for courses that are a part of their Certificate program.

Transfer Credit Appeals: Students appealing a Transfer Credit decision must submit the completed Transfer Credit Application Form, a detailed letter of appeal along with course outline(s) and additional supporting documentation. Transfer Credit appeals are not subject to the Transfer Credit Late Fee if submitted within the one year of the original application.

Transfer Credit Follow-up

- Students are responsible for frequently checking the results of their Transfer Credit Application(s) on RAMSS. If the credits granted affect course enrollment or future course intentions, students are required to adjust their course enrollment or future course intentions within the specified deadlines in the Significant Dates section of the official Ryerson Calendars.
- Credits granted to undergraduate students may or may not be applicable towards graduation requirements. To determine what Transfer Credits apply toward your program, full-time students should run an Advisement Report on RAMSS and part-time students should request a Manual Advisement Report. If the credit received is not applicable to the student's program curriculum, they may wish to apply for a Course Directive or Substitution. More information is available online at www.ryerson.ca/curriculumadvising.