

## How to apply for External Transfer Credits

If you are unsure about any of this process please feel free to contact: Pathways Officer at [pathways@northern.on.ca](mailto:pathways@northern.on.ca).

Successfully completed courses taken at other postsecondary institutions may be eligible for transfer to your current program. To get general information about Credit Transfer in Ontario go to [www.oncat.ca](http://www.oncat.ca)

- To find out previously granted course equivalencies for Northern College go to [www.ontransfer.ca](http://www.ontransfer.ca) .
- To apply for Credit Transfer from another postsecondary institution follow these steps:

### **ONE: Collect your information**

1. Decide which courses in your Northern College program are similar to courses you have successfully completed at a different institution
2. Access [instructions](#) from Northern College website
3. Complete and sign an External Transfer Credit Application Form:  
<http://www.northernnc.on.ca/advanced-standing-forms/>
4. Provide detailed course outlines for each previously completed course you wish to use for credit transfer.
5. Provide an official transcript from your previous institution if it hasn't already been sent with your OCAS application
6. Submit payment. Currently, fees are \$25.00 per transfer request with a cap of \$200.00 and can be paid at the Student Services office or through your online student account. Fees must be paid before process of your application has begun.
7. Submit:
  - your external transfer credit application form (s),
  - your course outline (s)
  - your transcript
  - your payment receipt to: [pathways@northern.on.ca](mailto:pathways@northern.on.ca)

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**TWO: Wait for the Assessment Results (please be patient):** Forward your application and documentation to the Credit Transfer Office: [pathways@northern.on.ca](mailto:pathways@northern.on.ca) who will work in conjunction with your coordinator and Academic staff to review your request. Your previously completed course content is compared to the learning outcomes of the Northern College course to determine if the courses are essentially the same.

This process can take from 2 to 4 weeks depending on the time of year. The beginning of each semester is particularly busy and applications will take longer to process

Generally, Transfer Credit requests start to be processed mid-August for the fall semester which begins Sept. 6/17. The deadline for submission of credit transfer applications is 10 school days after the first day of classes. This fall semester's deadline is September 19<sup>th</sup>.

**THREE: Results:** The Pathways Officer will contact you with results. If your request is accepted the Registrar's office will enter a TC on your academic record. When you receive notification of acceptance, go to the Student Services Office at your campus to request an amended student registration form and verify the changes in your courses.

## FAQ's

**What is an External Transfer Credit?** An external transfer credit is an academic credit earned at a post-secondary institution other than Northern College. Approved transfer credits will be entered as "TC" on a transcript. Transfer credits do not have any value towards your final program GPA

**Is there a minimum grade required to apply for a transfer credit?** Non-Northern courses must have a minimum grade of 60% or "C"; however, all courses considered for transfer must meet the minimum grade required by the receiving program.

**What is the application submission deadline?** The deadline for submission of credit transfer applications is 10 school days after the first day of classes. This fall semester's deadline is September 19<sup>th</sup>.

**Will I save money if I get my credits transferred?** When you pay full time tuition, you aren't paying for each course separately, so it depends on how many transferred courses you have approved. If you are funded by OSAP be careful that you are taking the correct number of courses to ensure you keep your funding.

**How much does an application cost?** The fee for the assessment of **EACH** non-Northern College course is 25.00 up to a maximum fee of 200.00

**What is the maximum number of courses that I can transfer?** You must take 25% of your courses at Northern College

**Once I submit my application can I drop the class?** No. You are strongly advised to continue your studies until you are contacted with the outcome of your application. If you drop the class, and your request for transfer is denied, you may be required to retake the course at additional cost.

**My transfer credit was denied. What can I do?** You may talk to your Program Coordinator about writing a Challenge Exam, or to First Experience Advising Office about completing a Prior Learning Assessment.

**Who can I contact if I have questions or get stuck?** Please feel free to contact:  
[pathways@northern.on.ca](mailto:pathways@northern.on.ca).