This is a step-by-step guide explaining how to apply for a transfer in order to change your degree using your new self-serve portal.

Begin by logging into MyConcordia Portal. Once logged in, click the link entitled “Application for Admission” located on the upper left-hand side of the screen. Next, click on “Application for Admission”. Next, click on “Application for Admission”. Click “Start New Application”.

Select “Concordia Undergraduate Degree Transfer” and click “Next Step”. Use the drop-down option and select the term you wish to apply for and click “Next Step”. Click “Search by Subject” to select an academic program and plan. Select your desired subject from the drop-down menu and then click “Search by Subject” to view all the available programs. Select the program you want from the list. The Program and Plan information that you selected will be completed on the application screen. You can scroll down and select up to three degrees that you would like to transfer into. When finished, click “Next Step”. Scroll down and check “I agree to the Term and Conditions” and then click “Submit”. You have successfully applied for a change of degree.

1a. Log into the MyConcordia Portal. Once logged in, click the link entitled “Application for Admission” located on the upper left-hand side of the screen.

1b. Click “Application for Admission”.

NOTE: You may need to allow pop-ups in your internet browser for the link to work.

1c. Click on “Admission Application”.
You will now see the ‘Application for Admission’ screen. Click “Start New Application.”

Select “Concordia Undergraduate Degree Transfer” and click “Next Step.”

Use the drop-down option and select the term you wish to apply for and click “Next Step.”

concordia.ca/your-SIS
5a.
Click "Search by Subject" to select Academic Program and Plan.

5b.
Select your desired subject from the drop-down menu and then click "Search by Subject" to view all the available programs.

5c.
Select the program you want from the list.
5d. The Program and Plan information that you selected will be completed on the application screen. You can scroll down and select up to three degrees that you would like to transfer into. When finished, click "Next Step".

6. Scroll down and view the Terms and Conditions in a pop-up window by clicking on "Terms and Conditions". Select "I agree to the Terms and Conditions" and then click "Submit".

7. You should receive a message to state that your application was successfully submitted.