





## HOW TO APPLY FOR A DEGREE TRANSFER

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 "Admission Application". Click "Start New Application". Select "Concordia Undergraduate Degree Transfer" and click "Next Step". Use the dropdown 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 dropdown 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.

Log into the MyConcordia Portal. Once logged in, click the link entitled "Application for Admission" located on the upper lefthand side of the screen.

| MYCONCORDIA   | Concordia         |   |
|---|-------------------|---|
| MyConcordia Menu  | 0 0*              | System Announcements O O  |
| Application for Admission     My Student Centre     Student Account Services     Student Services     Student Services     Course Websites (Moodle)     Retail Services     Alerts and Profiles     Accounts and Settings     Software and Applications     Auxiliary Services     Student Administrative Affairs     President's Conversations     Co-Curricular Record     Gartner Research     Parent Information     Online Course Evaluation     Travel Registry     TA Job Postings | Student Account S | MyConcordia maintenance: January 22-26<br>Encices J<br>January 26, 2015 http://www.concordialistudent-related servic<br>processes and business functions at the university.<br>Starting Thursday, January 22, 2015 at 4 p.m., many services w<br>the MyConcordia portal will be unavailable while the new system<br>implemented. Access will be restored on Monday, January 26, 2<br>at 12 p.m. with some services being integrated into the new Stu<br>Information System mea.<br>For more information on the new Student Information System (S)<br>please visit:<br>Students: http://www.concordia.ca/students/your-sis.html<br>Employees: https://cospecifica.ca/students/your-sis.html<br>Employees: https://cospecifica.ca/students/your-sis.html<br>Employees: https://cospecifica.ca/students/your-sis.html<br>Hyou have any questions about the maintenance or interruption<br>contact the TI Service Desk at 514-485-2424, ext 7613 or at<br>https://concordia.ca.Thank you. |
| My Moodle Courses   | 0.4               |   |



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





| avorites  | Main Menu >        | Concordia Admis | sion |  |
|-----------|--------------------|-----------------|------|--|
| Main Menu | >                  |                 |      |  |
| Co        | oncordia Ad        | Imission        |      |  |
| Admissio  | on Applications We | b Services      |      |  |

## HOW TO APPLY FOR A DEGREE TRANSFER





## HOW TO APPLY FOR A DEGREE TRANSFER









concordia.ca/your-SIS

## HOW TO APPLY FOR A DEGREE TRANSFER

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".

| Concordia   |  |  |
|---|--|--|
| rites Main Menu > C   | oncordia Admission > Ac  | dmission Application   |
| INTE  | RNAL T   | RANSFER APPLICATION  |
| Appli   | cation Type: Internal Tr   | ransfer Applying for: Fall 2015  |
| Please do not use your<br>move between section<br>signed out to protect y   | browser's Back button t<br>s. If you leave your appl<br>your privacy. Click the Sa   | to navigate through the application. Use the Previous and Next Step buttons to<br>flication open with no activity for more than 20 minutes, you will be automatically<br>ave and Exit button if you need to leave your application.                                  |
| lick "Search by subject"  | ' to select an Academic I  | Program and Plan.  |
| Academic Program is the   | type of degree (for exa  | ample, Bachelor of Science) and Academic Plan is the subject (for example, Biology).   |
| You must select an Acad<br>Bachelor of Arts (BA) pr<br>need to complete this ap   | emic Program that is dif<br>ogram, you do not need i<br>plication to apply to trai   | fferent from your current program. For example, if you are currently enrolled in a<br>to apply for a degree transfer to switch to a different BA program. However, you do<br>ansfer to, e.g., a Bachelor of Fine Arts (BFA) or Bachelor of Engineering (BEng) progra |
| <ul> <li>Choose up to three Bach</li> <li>Indicate your program</li> <li>If you are not admitt</li> <li>Do not choose more the If you apply to the Hermitian</li> </ul> | elor's degree programs.<br>n choices in order of prefi<br>ed to your first choice, w<br>han one plan in the same<br>pnours or Specialization a | ference. Your first choice should be your most preferred choice.<br>we automatically consider you for your next choice.<br>e subject.<br>and are not qualified, you will automatically be considered for the Major in the same                                       |
| inst Choice   |  |  |
|   | Search by subject  |  |
| Academic Program*   | CERTU  |  |
| Academic Plan*  | BSTDUGJMCT   | Certificate  |
| Add a second Plan   |  | Business Studies   |
| econd Choice  |  |  |
|   | Search by subject  |  |
| Academic Program  | Q  |  |
| Academic Plan   |  |  |
| Add a second Plan   |  |  |
| hird Choice   |  |  |
|   | Search by subject  |  |
| Academic Program  | 0  |  |
| Academic Plan   |  |  |
| Add a second Plan   |  |  |
|   |  |  |

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"

| Is there any person  | whom you authorize to make enquiries to Concordia University on your behalf (a family member, friend, consular   |
|--|--|
| official, school couns   | sellor, etc.). If yes, please specify here:  |
| Name   |  |
| P-1-12-12-   |  |
| Relationship   |  |
| dditional Informati  | on   |
| I am interester  | d in speaking to someone about financial planning while at Concordia.  |
| pplication Fee   |  |
| he system will ask w   | ou to now your fee before submitting this application  |
| ne system Will ask yo  | ou to pay your ree before submitting this application.   |
| lease Note:  |  |
|  |  |
| our application for  | admission cannot be proceeded until you have noted the Application   |
| our application for  | admission cannot be processed until you have paid the Application<br>is non-refundable fee will not be counted towards tuition fees and  |
| our application for<br>ee of \$40 (CAD). The<br>only applicable to   | admission cannot be processed until you have paid the Application<br>is non-refundable fee will not be counted towards tuition fees and<br>the specific term and year to which you have applied for admission.   |
| our application for<br>ee of \$40 (CAD). The<br>s only applicable to   | admission cannot be processed until you have paid the Application<br>is non-refundable fee will not be counted towards tuition fees and<br>the specific term and year to which you have applied for admission.   |
| 'our application for<br>ee of \$40 (CAD). Th<br>s only applicable to   | admission cannot be processed until you have paid the Application<br>is non-refundable fee will not be counted towards tuition fees and<br>the specific term and year to which you have applied for admission.   |
| Your application for<br>ee of \$40 (CAD). The<br>s only applicable to<br>erms And Condition                                      | admission cannot be processed until you have paid the Application<br>is non-refundable fee will not be counted towards tuition fees and<br>the specific term and year to which you have applied for admission.   |
| Your application for<br>ee of \$40 (CAD). The<br>s only applicable to<br>erms And Condition                                      | admission cannot be processed until you have paid the Application<br>is non-refundable fee will not be counted towards tuition fees and<br>the specific term and year to which you have applied for admission.   |
| Your application for<br>ee of \$40 (CAD). The<br>s only applicable to<br>erms And Condition<br>lease click the follow<br>indows. | admission cannot be processed until you have paid the Application<br>is non-refundable fee will not be counted towards tuition fees and<br>the specific term and year to which you have applied for admission.<br>ns<br>ing button to read the Terms and Conditions before submitting the application. Make sure your browser allows pop                         |
| Your application for<br>ee of \$40 (CAD). The<br>s only applicable to<br>erms And Condition<br>lease click the follow<br>indows. | admission cannot be processed until you have paid the Application<br>is non-refundable fee will not be counted towards tuition fees and<br>o the specific term and year to which you have applied for admission.   |
| our application for<br>ee of \$40 (CAD). Th<br>s only applicable to<br>erme And Condition<br>lease click the follow<br>indows.   | admission cannot be processed until you have paid the Application<br>is non-refundable fee will not be counted towards tuition fees and<br>the specific term and year to which you have applied for admission.<br>n1<br>ing button to read the Terms and Conditions before submitting the application. Make sure your browser allows pop<br>Terms and Conditions |
| Your application for<br>ee of \$40 (CAD). The<br>s only applicable to<br>erms And Condition<br>tease click the follow<br>indows. | admission cannot be processed until you have paid the Application<br>is non-refundable fee will not be counted towards tuition fees and<br>the specific term and year to which you have applied for admission.   |
| our application for<br>ee of \$40 (CAD). Th<br>s only applicable to<br>erms And Condition<br>tease click the follow<br>indows.   | admission cannot be processed until you have paid the Application<br>is non-rofundable fee will not be counted towards tuition fees and<br>o the specific term and year to which you have applied for admission.   |
| our application for<br>ee of \$40 (CAD). Th<br>s only applicable to<br>erms And Condition<br>lease click the follow<br>rindows.  | admission cannot be processed until you have paid the Application<br>is non-refundable fee will not be counted towards tuition fees and<br>the specific term and year to which you have applied for admission.   |

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

