**External Transfer Credits**

**Instructions**

Eligibility for transfer credits depends on the requirements of the Concordia program to which you were admitted and the grades you previously received. We encourage you to submit your transfer credit request as soon as possible, as the process can be lengthy. Evaluations take a minimum of three weeks during periods of high volume.

*\* It is advisable that you register for the courses that you are required to take while awaiting a decision, you may adjust your schedule once a decision is made.*

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY:**

1. It must state in your letter of acceptance that you are **eligible** to apply for Transfer Credits and/or Exemptions.
2. Submit your Transfer Credits request **after** you accept your offer of admission and pay the confirmation deposit.
   1. Submit the request for Transfer Credits and/or Exemptions prior to the commencement of your term and no later than the first week of term if required for your first term registration.
   2. Students have one attempt at requesting Transfer Credits and/or Exemptionsthat should be submitted no later than the end of the first term.

Eligibility of Transfer Credits and/or Exemptions may include courses from your program, this may also include Deficiencies, Extended Credit Program or Mature Entry Program, as listed in your admission letter to complete in addition to your program requirements. ([Undergraduate Calendar](https://www.concordia.ca/academics/undergraduate/calendar.html))

* + Only course(s)\* taken at the Undergraduate level are eligible for review.

*\* Courses completed at the Secondary, Highschool and/or CEGEP level are typically evaluated at admission and are not eligible for transfer credits.*

* + A grade of C- or better (or the equivalent) is required at the previous post-secondary institution.
  + No Transfer Credits will be awarded for courses completed more than ten (10) years ago.
  + 50% of program credits must be completed at Concordia for students transferring from an incomplete degree; see section §16.2.2 of the [Undergraduate Calendar](https://www.concordia.ca/academics/undergraduate/calendar.html).
  + At least 2/3 of the credits must be distinct from those of a completed degree; see section §13.3.3 of the [Undergraduate Calendar](https://www.concordia.ca/academics/undergraduate/calendar.html).

Course descriptions: [Engineering courses](https://www.concordia.ca/academics/undergraduate/calendar/current/section-71-gina-cody-school-of-engineering-and-computer-science/section-71-60-engineering-course-descriptions.html)

For all other courses outside the Faculty of Engineering and Computer Science, please review the [Undergraduate Calendar](https://www.concordia.ca/academics/undergraduate/calendar.html).

1. For students admitted to the **Bachelor of Engineering**, both the post-secondary institution and the specific program must be accredited either by [CEAB](https://engineerscanada.ca/accreditation/accredited-programs), [ABET](https://amspub.abet.org/aps/name-search?searchType=institution), or [Washington Accord](https://www.ieagreements.org/) to obtain credit for many courses. Not meeting this condition will limit the number of Transfer Credits and/or Exemptions that can be awarded (excluding the math and science prerequisites).

Transfer Credits and/or Exemptions that are approved can only be finalized upon submission of Official Transcripts to the University, as indicated in your offer of admission. Following the evaluation of the material submitted, you will be notified of the decision with respect to transfer credit/or exemptions by email.

**External Transfer Credits**

**Checklist**

**CHECKLIST**

Please note that incomplete forms will be returned and will cause delays in the evaluation process.

*\* It is the applicant’s responsibility to provide all documents to allow for a complete evaluation of the courses taken elsewhere. Depending on the evaluation response to the request of Transfer Credits and/or Exemptions, the course selection and registration might be affected. We highly suggest submitting the request for Transfer Credits and/or Exemptions prior to the commencement of your term.*

Read the **External Transfer Credits Instructions** (pg.1 of this application)

Complete the **External Transfer Credits Form** (pg.3 of this application) and save as a **Word** document.

Use a separate chart for **each institution** you are requesting a course evaluation.

Attach a copy of your **Transcript** (unofficial transcript will be accepted for the initial assessment) from each previous post-secondary institution and should include the official grading scale, if not please include the web site address that pertains to this information.

Clearly indicate **each course** you wish to have evaluated for equivalency.

SAVE **each course as a separate PDF file** labeled with the course name as it appears on your previous institution’s transcript. The PDF file must include: a **course description**, a **detailed syllabus** and/or **course outline** from the institution you attended, courses without a thorough description will not be considered.

Note:

* Course descriptions must be from the university/post-secondary institution from which the transfer credit is being requested.
* The description must be from official university documents such as course descriptions from a calendar, course syllabus, or their website (include URL if this is the case).
* Documents not in English or French must be officially translated. Student descriptions and translations are not accepted.
* The Gina Cody School reserves the right to request additional information, as needed to assess equivalency.

Do not include any courses for which you have already received an exemption (EX) or Transfer Credits (TRC) in your offer of admission (i.e. MATH 201).

Complete the **External Transfer Credits Checklist** (pg.2 of this application)

I have read all the information prior to filling out this form and I understand that I have one attempt at requesting Transfer Credits and/or Exemptions.

Submit all documents via email to: transfercredits-requests@concordia.ca

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| **Concordia ID:** | | Click or tap here to enter text. | | |  | | | | | |
| **Student Name:** | | Click or tap here to enter text. | | | **Date** | Click or tap to enter a date. | | | | |
| **Admission Term:** | | Click or tap here to enter text. | | | **Email:** | Click or tap here to enter text. | | | | |
| **Program:** | | Choose an item. | | | **Phone:** | Click or tap here to enter text. | | | | |
| **Previous Institution** (please complete a separate table for each institution)**:** Click or tap here to enter text. | | | | | | | | | | |
| **My previous program is accredited by:** Choose an item. | | | | | | | | | | |
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| Concordia Course  Equivalency  *(ex. ENGR 201)*  *\*Course should be required in your program* | Previous Course  *(ex. ALPS 2061)* | | Year taken  *(ex. 2019)* | Grade | Course  Description & Syllabus  Attached | | OFFICE USE ONLY | | | EX  TRC |
| SAS | UGPD | Associate Dean |  |
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| **Program:** | | Choose an item. | | | **Phone:** | Click or tap here to enter text. | | | | |
| **Admission Term:** | | Click or tap here to enter text. | | | **Email:** | Click or tap here to enter text. | | | | |
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