TRANSFER CREDIT APPLICATION

- Visit *www.ryerson.ca/transfercredits* for application instructions and deadlines.
- Undergraduate students, do not use this form if your institution is available on the Online Transfer Credit Application on RAMSS.
- Complete 1 form per external course and attach a course outline for each course you wish to have evaluated; submit to Enrollment Services and Student Fees (POD 64) or mail to the Transfer Credit Unit.

STUDENT AND PROGRAM INFORMATION

STUDENT ID #   LAST NAME   FIRST NAME(S)

RYERSON PROGRAM: _____

SELECT PROGRAM TYPE

☐ **UNDERGRADUATE** - You are subject to a Late Fee if you are submitting applications or appeals after your Transfer Credit Late Fee Deadline.

☐ **CERTIFICATE** - You *must* be enrolled in a Certificate program. Only apply for courses in your certificate and indicate in the Ryerson Credit section.

☐ **GRADUATE** - Before applying contact your Program Administrator.

EXTERNAL COURSE DETAILS

Course details must match your transcript. Use 1 form per external course. Do not apply using Ryerson courses as Transfer Credits are for external courses only.

PREVIOUS EDUCATIONAL INSTITUTION   COURSE CODE*   COURSE TITLE*

YEAR COMPLETED (e.g. 2013): _____   TERM COMPLETED (e.g. Fall): _____   No. of Terms (e.g. 1 or 2): _____   FINAL GRADE: _____

RYERSON CREDIT

Undergraduate students should leave this field blank unless seeking or appealing for a specific Ryerson credit (e.g., PSY 102).

Certificate students must identify a specific course from within their program's curriculum.

_____

I accept the Transfer Credit and Late Fee Policy, and affirm this application and accompanying documentation is accurate:

STUDENT 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
09/18/13

TRANSFER CREDIT APPLICATION INSTRUCTIONS

Before applying

Visit ryerson.ca/transfercredits for application instructions and deadlines.

Who can use this form?

- Undergraduate students seeking Transfer Credit for institutions unavailable on the Online Application on RAMSS
- Chang School students enrolled in a certificate program
- Graduate Students applying with Graduate Program Administrator assistance
- Students appealing a Transfer Credit decision

Do not use this form if you are:

- an undergraduate student applying for institutions available on the Online Application on RAMSS. If your institution is available but you cannot find your course code, email tcredits@ryerson.ca the missing course(s) and the course will be added to the online application.

- seeking to transfer Ryerson courses to a new program. Refer to Ryerson-to-Ryerson Credits information at ryerson.ca/transfercredits.

- an Engineering student applying for engineering credits. Use the Transfer Credit Application for Core and/or Professional Engineering Courses form available from FEAS.

- an enrolled student taking courses at another institution for credit. Refer to Letter of Permission (LOP) information at ryerson.ca/curriculumadvising.

Steps to apply for Transfer Credit using this form

1. *Confirm* you are eligible to use this form. **Complete 1 application per course and attach a detailed course outline to each form.**

2. *Submit* complete applications in person to Enrollment Services and Student Fees (POD-64) or mail to the Transfer Credit Unit:
   Ryerson University
   Transfer Credit Unit, POD-363
   350 Victoria Street
   Toronto ON, M5B 2K3

3. *Check email:* an acknowledgement email will be sent to your Ryerson account within 5 business days confirming your applications were received.

4. *Send* additional documents if required. If your application is missing critical information an incomplete application email will be sent requesting the missing documents and preferred method of submission. A delayed response impedes your final results.

5. *Review* Transfer Credit Report on the RAMSS tab of my.ryerson.ca for results; checking frequently for updates. Evaluation decisions will be updated over the next 6 – 8 weeks as faculty evaluations are completed.

6. *Next Steps:* Undergraduate Students should review the Next Steps at ryerson.ca/transfercredits to confirm how Transfer Credits apply toward their program.

Completing this form

Course Code/Course Title: The course code and title must be entered in the designated fields exactly as they are listed on the official transcript. Your application will be evaluated for the most applicable course for your program. If your institution does not use course codes, leave the course code field blank.

Course Outlines: The course code and title on the attached course outline must match the official transcript. Keep a copy of submitted outlines and supporting documents, as they become the property of Ryerson University and will not be returned. Course outline requirements are available at ryerson.ca/transfercredits.

Ryerson Credit: Undergraduate students should leave this field blank unless they are seeking or appealing for a specific Ryerson credit. Certificate students must identify a specific course from within their program's curriculum.

Transfer Credit Late Fee

Undergraduate students applying after their Transfer Credit Late Fee deadline must pay a Late Application Fee. See Deadlines at ryerson.ca/transfercredits for dates and payment instructions.

Transfer Credit Appeals

Students wishing to appeal a decision should visit the Appeals section of ryerson.ca/transfercredits. Appeals include this form, an appeal letter, and a course outline and/or supporting documents.