CENTENNIAL COLLEGE

Apply for a Transfer of Credit

How do you transfer credit from another educational institution to the graduation requirements of your Centennial program? Please fill out this form to begin the process.

STUDENT INFORMATION. KINDLY PRINT: 1

- the date–month, day and year
- Centennial student identification number
- Ontario College Application Service (OCAS) number, if applicable
- certificate or diploma program name and number (see current calendar), checking off your current semester/year
- legal last name, first name and middle initial
- home address, including apartment number, if applicable
- city, province and postal code
- home and business or daytime phone number, including area code(s) – just in case we need to call you with a question

COURSE-RELATED INFORMATION. PLEASE PRINT: 2

- the name and location of the educational institution from which you would like to transfer credit
- the Centennial course number for which you want transfer credit; the course number is listed with the program outline (full-time studies calendar) or course description (part-time studies calendar)
- the Centennial College full course name
- the name and number of the equivalent course completed at the other educational institution

IMPORTANT CONSIDERATIONS. PLEASE READ CAREFULLY!

- Use one form for each transfer of credit you are requesting.
- Attach an original, official transcript, showing the course and grade achieved at the other educational institution. If you are requesting a transfer of credit for a second or more course at the same time, you may attach photocopies of transcripts to subsequent forms.
- Also attach a course outline published by the other educational institution; a photocopied calendar or course catalogue page is acceptable. Remember, we welcome as much detail as you can provide to help us evaluate your request.
- You will be notified by mail of the results of your transfer of credit request. It takes three to four weeks to process your application, so please plan accordingly. Thanks–and best wishes for success.

APPLY BY MAIL OR IN PERSON

Mail this form to Enrolment Services, Centennial College, P.O. Box 631, Station A, Toronto, ON, M1K 5E9.
You may also return it in person to any Centennial College campus Enrolment Services Office. Questions? Kindly call 416-289-5300.

1

MONTH DAY YEAR | CENTENNIAL STUDENT IDENTIFICATION NUMBER | OCAS NUMBER, IF APPLICABLE

|__|__|__|__|__|__| |__|__|__|__|__|__|__|__|__|__| |__|__|__|__|__|__|__|__|__|__|

PROGRAM NAME _____

SEMESTER
☐ FALL 20____
☐ WINTER 20____
☐ SPRING/SUMMER 20____

OFFICIAL TRANSCRIPTS
☐ ATTACHED

STUDENT TYPE (CHECK OFF TWO) ☐ NEW ☐ RETURNING ☐ FULL TIME ☐ PART TIME

☐ MR. ☐ MRS.
☐ MISS ☐ MS. _____
LAST NAME FIRST MIDDLE INITIAL

HOME ADDRESS _____ APT. NO. _____
STREET

CITY _____ PROVINCE _____ POSTAL CODE _____

HOME PHONE (___) _____ WORK OR DAYTIME PHONE (_) _____

2

NAME AND LOCATION OF OTHER INSTITUTION _____

PLEASE LIST THE NAME AND NUMBER OF THE CENTENNIAL COURSE FOR WHICH YOU WANT TRANSFER CREDIT		KINDLY LIST THE NAME AND NUMBER OF THE EQUIVALENT COURSE COMPLETED AT ANOTHER COLLEGE OR UNIVERSITY		FOR OFFICE USE ONLY
COURSE NUMBER	FULL COURSE NAME	COURSE NUMBER	FULL COURSE NAME	
EXAMPLE GNED-129	Principles of Human Behaviour	EXAMPLE AS PSYC 1010.06	Introduction to Psychology (York University)	☐ Approved this student only ☐ Denied this student only ☐ Approved all students ☐ Denied all students _____ Centennial College Signature ☐ On File