



Thunder Bay Campus
1450 Nakina Drive
Thunder Bay, ON P7C 4W1
F: 807-473-3731

Admissions
F: 807-473-3731
E: admissions@confederationcollege.ca

Transfer Credit Request Form

Full Name: Student ID#: 1 0 0 _ _ _ _ _
Program: Email:

Confederation College course I am requesting credit for:
Course Code: Course Title:

Previous Post-Secondary Institution Course Information:
Previous Post-Secondary Institution:
Course Code: Course Title:
Course Mark: (minimum grade of 60%/C or 70%/B is required depending on the program)

The following documents are required for your transfer credit request to be processed:
[] Course outline (and syllabus if available) of course taken at previous institution - short course descriptions are not sufficient
[] Transcript from your previous institution *(International transcripts must be assessed prior to submission) *

Use one form for each course request
Only request forms with all required documents will be processed
Transfer Credit Fees: \$25 per request, or \$50 for two or more (if all are submitted at the same time)
Fees are non-refundable
Allow 4-6 weeks for processing
Transfer Credit requests are final and not subject to appeal
If you are currently attending the course, you are requesting a transfer credit for, continue attending until you are notified that your transfer credit request has been approved
International transcripts will not be accepted without an assessment
[] I have read and understand the College policy on Transfer Credit and confirm that this application is accurate and complete.

FOR OFFICE USE ONLY (Admissions)
[] Pre-Approved (if no forward) [] Student Notified [] Entered in Banner
Forwarded to: Date: Fee Charged: [] \$25 [] \$50

FOR OFFICE USE ONLY (Coordinator)
Approval [] Approved for this student ONLY
[] Approved for ALL students
[] Denied
Coordinator Signature: Date:
Comments:

