HOW TO COMPLETE CREDIT TRANSFER APPLICATION

Please review the steps below for details on how to complete the online Application for Credit Transfer (located on MyCampus). Questions or concerns may be directed to transfers@durhamcollege.ca

Step 1: Log into MyCampus and Select “Application for Credit Transfer” from the “Helpful Links”.
Step 2: Select Start New Application.

Step 3: Review the information provided to determine if you're eligible for credit transfer and select “Start New Application.”
**Step 4:** Confirm your personal information/program are correct. If a program does not automatically pre-populate, select from the drop-down list provided beside “Current Durham College Program.”

**Step 5:** Identify if you previously studied at Durham College, another college/university, or both:
**Step 6:** Select if you would like to have your academic history/transcript reviewed for a General Education Elective. If you are requesting a General Education Elective review from another college or university, please also indicate if you have already provided your transcript as part of the current admission cycle or if you are requesting an official copy.

At Durham College:

If approved to use previously-completed courses toward GNED requirements in your current program, approved courses will remain where they are on your record. At the time of graduation, your previous course(s) and grade(s) will be pulled in to your new program.

You are not required to submit an application if your previously-completed courses are coded GNED XXXX. Please note: some programs have required or restricted GNEDs. Please consult your Program of Study or academic office if unsure.

I would like to have my Durham College academic record reviewed for general education electives. There is no fee for this evaluation.

At another College or University:

If approved using external course(s), you will receive a grade of “TC” (transfer credit) for the course(s) approved for exemption. A “TC” will not be included in your GPA calculation.

Please review my transcript for up to the maximum number of GNEDs for my program. (There is a $16.00 evaluation and processing fee for this request).

I provided my previous transcript as part of the current admission cycle.

Official copy of my transcript will be mailed directly to Durham College Transfers department or dropped off to an Enrollment Services Representative at the Oshawa or Whitby Campus.

**Step 7:** If you are only seeking GNED courses, scroll down to the bottom of the page and select “Continue” and proceed to step 10 to continue your application. If you would like to apply for core courses in your program, please continue to the “Course Matching” section in step 8.
**Step 8:** In the “Course Matching” section, identify the Current Durham College Course you’re seeking exemption from. This list will pre-populate with courses in your current program.

Enter the fields below and click the "+ Add" button. If you are not applying for any core courses, please select “Continue.”

**Add Course**

Current Durham College Course : ACCT1200

**Step 9:** Enter the information for the previous course that you feel is equivalent. If completed at Durham College, enter Previous Course code without a space (i.e. COMM 2204 = COMM2204). This course information will verify against your Durham College academic history. Select “+Add”.

Enter the fields below and click the "+ Add" button. If you are not applying for any core courses, please select “Continue.”

**Add Course**

Current Durham College Course : COMM2204

In the fields below, provide details for the course(s) that you feel are equivalent to your Current Durham College Course. Please select the refresh button if you are unable to select “+Add.”

If you would like to submit more than one course for consideration, please add courses one at a time. Please note, the evaluation and processing fee is based on the number of courses being reviewed. As such, submitting two courses for review will result in a charge of $32 rather than $16.

Previous Institution : DURHAM COLLEGE OF AA & T

Previous Course : ENG1306

[+Add]
If completed at another college or university, select the institution from the drop down list, enter the previous course, select the appropriate grade, and then upload course outlines in the Supporting Documentation section. If unable to upload course outlines, select to drop off hard copy documents in person. If your previous institution is not listed, select “other – not shown.”
Step 10: Read and accept all conditions detailed on the Important Information and Submission page. If only submitting a request with previous Durham College courses, your request will be submitted after this step. If your courses were completed at another college or university, you will submit and proceed to payment.

Step 11: Review payment information. If you pay in person, you will be provided with a page you can print for reference. The evaluation process will begin after payment is made. Alternatively, you may pay by credit card to start the process right away.
You can track the status of your request by selecting “Check Status” on the main page.