

# HOW TO COMPLETE AN APPLICATION FOR CREDIT TRANSFER/INTERNAL EQUIVALENCY

Please review the steps below for details on how to properly fill out the [Application for Credit Transfer/Internal Equivalency](#). Incomplete forms may result in delays.

**Step 1:** Please complete the personal identification section of the form, providing us with your first name, last name, Durham College student ID number, an e-mail address where we can notify you of results, and the name of the Durham College program you're transferring credits toward.

PERSONAL IDENTIFICATION	
First name FirstName	Last name LastName
Student ID 100123456	Phone number 905-555-5555
Email firstname.lastname@e-mail.com	Program Marketing - Business Administration

**Step 2:** If you're interested in replacing your General Education Elective (GNED XXXX) in your program, please check the box on the form and identify which institution(s) transcripts you would like us to review. **There is a \$16 evaluation and processing fee for this review if your previous courses were completed outside of Durham College.**

PLEASE COMPLETE THE FOLLOWING SECTION AND SIGN THE BACK OF FORM.	
<input checked="" type="checkbox"/>	Please check my transcript/Durham College academic history for General Education (GNED) electives institution(s) you would like us to check for elective course: ABC University, Durham College ** ** \$16 GNED evaluation fee if courses were completed outside of Durham College

**Step 3:** If you're seeking exemption from any core courses in your program, please identify them in the course-by-course section of the application form. You should identify which course you feel you are eligible for exemption from, the previous course(s) you feel are equivalent, the previous institution where the course was completed, and the grade you achieved in the course. **If completed outside of Durham College, you must have achieved a minimum grade of 60%/C or the passing grade for the course you're seeking exemption from AND there is a \$16/course evaluation and processing fee.**

Durham College Course Requested (Do not include GNEDs in this section, check above) Course Code and Title	Previous course(s) taken: (You may use more than one credit to satisfy the requirement)			FOR OFFICE USE ONLY Approved/Denied Comments
	Course Code and Title	Institution	Grade	
MKTG 1200	MKT 100	ABC University	A	
ACCT 1200	ACT 100	ABC University	B	

**Step 4:** If your request was completed outside of Durham College, please provide appropriate payment information. If requesting a GNED evaluation, you will have a \$16 GNED evaluation and processing fee. If requesting core courses, you will have a \$16/Durham College course requested evaluation and processing fee. If requesting both, you will have the \$16 GNED evaluation fee, in addition to the fee for any core courses you're seeking exemption from.

<b>PAYMENT OPTIONS</b> Payment options for submitting <i>in person</i> include credit, cash, Interac, certified cheque, or money order (payable to "Durham College"). Please note that we do not accept personal cheques or cash payments more than \$200. If submitting by <i>email or mail</i> , please complete the credit card payment section below:	
<b>Total amount (\$16 x the number of external requests) = \$<sup>48</sup>_____ (Please note: your application will be delayed if total is incorrect or not provided)</b>	
Cards accepted: <input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> American Express	
Credit card number	Expiry date
Cardholder's name	Cardholder's signature

**Step 5:** Review the Application Checklist on the back of the form to ensure you're including all appropriate documentation. For core courses, we will need detailed course outlines including a course description, topic breakdown, evaluation breakdown, etc. to complete the evaluation (a course description alone is not sufficient). We also need an official copy of your transcript. If submitted as part of the current application cycle to Durham College Student Recruitment and Admissions Services, we can utilize that admission transcript for your application.

<b>APPLICATION CHECKLIST</b>
<input type="checkbox"/> Attach official transcript(s). If you submitted a transcript to Durham College Admissions within the past academic year, your admission transcript will be used, otherwise please request a transcript be sent to the attention of Durham College Credit Transfers. If courses were completed outside of Canada, a WES or ICAS course-by-course evaluation is required. <input type="checkbox"/> Attach course outlines/syllabi for courses completed outside of Durham College. Outlines/syllabi must be from the year courses were taken. <input type="checkbox"/> Complete reverse side of form outlining the courses you are seeking exemption from. <input type="checkbox"/> Pay evaluation/processing fee for courses completed externally (\$16 per request). <input type="checkbox"/> Deliver your completed application to Strategic Enrolment Services in the Student Services Building or at the Whitby campus, or via e-mail to <a href="mailto:transfers@durhamcollege.ca">transfers@durhamcollege.ca</a> by the deadline (deadlines can be found on the website). Please note: if you are submitting via mail, e-mail, fax or drop box, please complete the credit card payment section on the reverse side of the form. If submitting via post mail, please send everything to: Attn: Credit Transfer – Strategic Enrolment Services Durham College 2000 Simcoe Street North Oshawa, Ontario L1H 7K4

<b>IMPORTANT INFORMATION</b>
<input type="checkbox"/> Courses should be equivalent in both <b>content</b> and <b>hours</b> . A subject matter expert will review all requests to determine if there is a minimum 80% similarity in content and learning outcomes. <input type="checkbox"/> <b>Internal requests</b> must have achieved a <b>pass (50% or the passing grade for the course being sought, whichever is higher)</b> . <b>External requests</b> must have achieved a <b>minimum 60%/C</b> or the passing grade for the course being sought, whichever is higher. <input type="checkbox"/> Courses completed more than four years prior may be denied if the course learning outcomes are dated. General Education electives do not have a time limit. <input type="checkbox"/> Prior learning completed at a career college or private institution is not eligible for credit transfer. You should investigate Prior Learning Assessment and Recognition (PLAR): <a href="http://www.durhamcollege.ca/plar">www.durhamcollege.ca/plar</a> . <input type="checkbox"/> Please be aware that courses approved as equivalent and dropped from your timetable may impact your full-time enrolment status, which could impact OSAP funding. <input type="checkbox"/> Fees are not refunded for successful credit transfer requests unless you drop to a part-time status. <input type="checkbox"/> If approved for exemption using an external course, you will receive a grade of "TC" for the course approved for credit transfer. This grade will not be included in your GPA calculation. <input type="checkbox"/> If approved using a previous Durham College course, your previous course (and grade) will be used to satisfy the requirement of the course in your new program and will be included in your GPA calculation. If you are using more than one course (i.e. COURSE A + COURSE B + COURSE AB), you will be exempted from your current course. An exemption is recorded on your academic record as an "EX" and is not included in your GPA calculation.

**Step 6:** Sign and date the form if you agree to all terms.

**The deadline to submit requests is the 10th day of classes every semester. You must continue attending class until a decision e-mail has been received.**

I have read and accept all conditions outlined on this form at <http://www.durhamcollege.ca/credittransfer>

Student signature	Date submitted
<b>NOTES (FOR OFFICE USE ONLY)</b>	

**Step 7:** The form may be sent via e-mail ([transfers@durhamcollege.ca](mailto:transfers@durhamcollege.ca)), fax (905.721.3113) or in-person with Enrolment Services (at the Oshawa Student Services Building or Whitby Campus)

**Sample Completed Form (Front):**



**Oshawa Campus**  
 2000 Simcoe Street North, Oshawa, ON L1H 7K4  
 transfers@durhamcollege.ca  
 Tel: 905-721-3000

**Application for Credit Transfer/ Internal Equivalency**  
**Strategic Enrolment Services**

**Whitby Campus**  
 1610 Champlain Avenue, Whitby, ON L1N 6A7  
 transfers@durhamcollege.ca  
 Tel: 905-721-3300

PERSONAL IDENTIFICATION	
First name FirstName	Last name LastName
Student ID 100123456	Phone number 905-555-5555
Email firstname.lastname@e-mail.com	Program Marketing - Business Administration

**PLEASE COMPLETE THE FOLLOWING SECTION AND SIGN THE BACK OF FORM.**

**Please check my transcript/Durham College academic history for General Education (GNED) electives**  
 Institution(s) you would like us to check for elective courses: ABC University, Durham College \*\*  
 \*\* \$16 GNED evaluation fee if courses were completed outside of Durham College

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Cards accepted:  Visa  MasterCard  American Express

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