Office of the Registrar
Email: theservicehub@senecapolytechnic.ca
Important Academic Dates: senecapolytechnic.ca/registrar/dates

Seneca
Transfer Credit Request

Last Name: _____   First Name: _____

Student ID Number: _____   Seneca Email: _____

Seneca Program: _____   ☐ Full-Time   ☐ Part-Time

PREVIOUS EDUCATION

Previous Post-Secondary Institution Name: _____

Did you complete a 3 or 4 year degree at this institution?   ☐ Yes   ☐ No   ☐ In Progress

Note: All applications for evaluations of courses from an international institution will require an official credential evaluation report.

Was this institution outside of Canada (international)?   ☐ Yes   ☐ No

↳ If yes, please provide your WES (World Education Services) reference #: _____

OFFICIAL TRANSCRIPTS

Please indicate how your official transcript will be shared with Seneca.

Will be sent:
☐ to theservicehub@senecapolytechnic.ca directly from the previous institution
☐ to theservicehub@senecapolytechnic.ca via a third party service (example, MyCreds)
☐ via WES (World Education Services). I have provided my WES reference number.

Has been previously submitted:
☐ to Seneca
☐ to OCAS
↳ Application #: _____

COURSE DETAILS & OUTLINES

Please list all courses to be evaluated.
All listed courses must include a detailed course outline. When submitting your application by email attach all outlines as individual PDFs.

	PREVIOUS COURSE INFORMATION		SENECA COURSE INFORMATION	
	COURSE CODE	COURSE TITLE	COURSE CATEGORY*	SENECA COURSE CODE
1.			☐COM ☐GENED ☐PROF	
2.			☐COM ☐GENED ☐PROF	
3.			☐COM ☐GENED ☐PROF	
4.			☐COM ☐GENED ☐PROF	
5.			☐COM ☐GENED ☐PROF	
6.			☐COM ☐GENED ☐PROF	
7.			☐COM ☐GENED ☐PROF	
8.			☐COM ☐GENED ☐PROF	
9.			☐COM ☐GENED ☐PROF	
10.			☐COM ☐GENED ☐PROF	

* Select the category of course you are applying to receive a transfer credit for (COM=Communications, GENED=General Education or Liberal Studies, PROF=Professional)

☐ I have read and understood the College policy on Transfer Credit and confirm that this application and all accompanying documentation is accurate and complete.

_____
Date