

# How to Apply

Version 9

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## How do I apply for PLAR?

Review the course outline(s) for the course(s) you are requesting prior learning credit towards.

Full-time course outlines can be found by searching the [Seneca Subject Outlines](#) page by subject code (e.g. ABC123).

Course outlines for courses offered through the Faculty of Continuing Education and Training can be found by searching the [Search for Course Outline](#) page.

If you are unable to obtain the current course outline from either of the above resources, please contact the Transfer Credit and PLAR Office at [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca) for assistance obtaining the correct course outline.

1. Complete and submit the [PLAR Application Form](#) to the Transfer Credit and PLAR Office at [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca). Your application will be reviewed to determine if you meet the PLAR preliminary eligibility requirements.
2. If you meet preliminary eligibility requirements, you will be contacted by the Transfer Credit and PLAR Office to complete a detailed PLAR Self-Assessment Form specific to your request(s). This form will be provided by the Transfer Credit and PLAR Office. Please complete and return this form.
3. The academic area will review your completed Self-Assessment to determine whether to proceed with a PLAR assessment. If approved, you will be enrolled, charged a non-refundable PLAR assessment fee of \$107 and be connected with a PLAR representative from your academic program for next steps.
4. Once the assessment has been completed and evaluated, the Transfer Credit and PLAR Office will contact you via email with your results. If successful, a grade will be added to your transcript for the course.

tags : plar