Step-By-Step Guide

Version 3

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How to Apply Online A Step-By-Step Guide

Detailed step-by-step instructions on how to apply using the online form are provided below. Should you have any questions or require assistance with your application please reach out to the Transfer Credit and PLAR Office at theservicehub@senecapolytechnic.ca

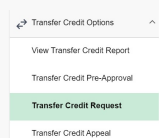**Transfer Credit Application – Domestic Institution**

1. Login to your Student Home and select "Academic Records"
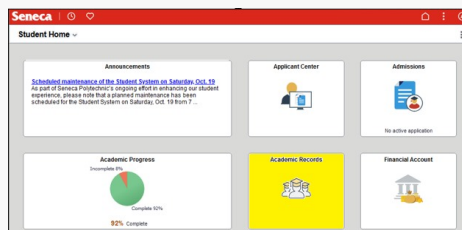
2. At the bottom of the left-hand panel, select "Transfer Credit Options"
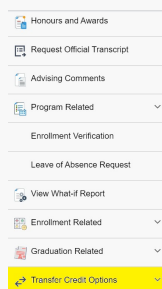
3. From the Transfer Credit Options list, select "Transfer Credit Request"

4. To create a new transfer credit application request from a domestic institution, leave "Was your previous institution located within Canada?" to "Yes" and click on "Next".

5. a). Use the magnifier to select **your Seneca program**.

b). Use the magnifier to select the name of your previous post secondary institution.

c). Leave this as **"Yes"** if your previous post secondary institution was searchable on the list.

If you are unable to find your previous institution in the list, please change to "No". You will then be able to manually enter your previous institution.

d). Select "Yes" if you have completed a degree from this post secondary institution, if yes you may be eligible for degree completion credits.

If you have not completed a degree from this institution, please select "No".

Create Request	View All Requests

∨ **Transfer Credit**

Transfer credits are granted for courses taken at another recognized postsecondary institution that are deemed equivalent to a course at Seneca, and which apply to your specific program of study.

A separate application will be required for each external institution you are applying for transfer credit.

Program	🔍	ⓘ A
Postsecondary institution	🔍	B
Able to find the post secondary institution	Yes	C
Have you completed a degree ?	∨	ⓘ D
Transcript Details	∨	ⓘ
Attachments		ⓘ

6). Once you have indicated your degree status from your previous post secondary institution, a new field will populate. Please state if you are applying for course by course transfer credits.

If you select "No" your application will be considered for degree completion credit only. Please skip down to step 25 for further instructions regarding transcript details if you are not applying for course by course transfer credit.

Create Request	View All Requests

∨ **Transfer Credit**

Transfer credits are granted for courses taken at another recognized postsecondary institution that are deemed equivalent to a course at Seneca, and which apply to your specific program of study.

A separate application will be required for each external institution you are applying for transfer credit.

Program	🔍 ⓘ
Postsecondary institution	🔍
Able to find the post secondary institution	Yes
Have you completed a degree ?	Yes ∨ ⓘ
Applying for course by course transfer credits?	No ∨ ⓘ
Transcript Details	∨ ⓘ
Attachments	ⓘ

If you select "Yes" you will be prompted to provide additional course details and supporting documentation for your previously completed courses.

To do so, click on "Add External Course"

A separate application will be required for each external institution you are applying for transfer credit.

Program	🔍 ⓘ
Postsecondary institution	🔍
Able to find the post secondary institution	Yes
Have you completed a degree ?	Yes ∨ ⓘ
Applying for course by course transfer credits?	Yes ∨ ⓘ

Add External Course ⓘ

External Course	Rule Accepted	Requested Seneca Course	Attachments	Approver Comments	Status
1			📎	💬	

Transcript Details	∨ ⓘ
Attachments	ⓘ

Course by Course Transfer Credits

7. Please add **your previous post secondary institution's course details**.

a). Use the magnifier to select the **subject code from your previous institution**.

b). Use the magnifier to select the **course number from your previous institution.**

c). If you were able to find your previous institution's course in the drop-down menus, select "Yes". **If you are unable to locate your previous institution's course, please change to "No".**

	Add Course Detail	
Cancel		Save

School George Brown College of Applied Arts And Tech

Subject _____ 🔍 A

Course Nbr _____ 🔍 B

Were you able to find the course in drop down above   [Yes ▢] C

Course Type [▾]

Requested Seneca Course [_____] [🔍]

Were you able to find the Seneca Course in the list   [Yes ▢]

If you select "No" you will be able to enter your course details manually. This should match the course code as listed on your transcript and match the course outlines being provided.

e). Manually enter your previous post secondary institution's course code.

f). Manually enter your previous post secondary institution's course title.

	Add Course Detail	
Cancel		Save

School George Brown College of Applied Arts And Tech

Course code [_____] E

Course title [_____] F

Course Type [▾]

Requested Seneca Course [_____] [🔍]

Were you able to find the Seneca Course in the list   [Yes ▢]

[Upload Course Outline]

8. If the course you have entered has previously been evaluated and determined to be equivalent to a course in your program, you will be asked if you would like to request credit for this course.

If you select yes, you will not be required to provide any additional supporting documentation for this course, such as a course outline.

	Add Course Detail	
Cancel		Save

School George Brown College of Applied Arts And Tech

Subject [COMM 🔍]

Course Nbr [1007 🔍] College English

Were you able to find the course in drop down above   [Yes ▢]

Equivalent Seneca course COM101 Communicating Across Contexts

Request Equivalent Course   [Yes ▢]

9. If you were hoping to request a course that differs to the equivalent Seneca Course on file, please select "No" for "Request Equivalent Course".

	Add Course Detail	
Cancel		Save

School George Brown College of Applied Arts And Tech

Subject [COMM 🔍]

Course Nbr [1007 🔍] College English

Were you able to find the course in drop down above   [Yes ▢]

Equivalent Seneca course COM101 Communicating Across Contexts

Request Equivalent Course   [Yes ▢]

10. Select your course type:

If you select **"General Education"** you will be able to select a course from a list of electives for your program.

If you select **"Professional"** you will be able to select a course from a list of core and professional option courses for your program.

11. Use the magnifier to view the list of courses from your program based on your selected course type.

12. Leave "Were you able to find the Seneca Course in the list" to "Yes" if the course was listed.

Cancel	**Add Course Detail**	Save

School George Brown College of Applied Arts And Tech
Course Type General Education ⌄
Requested Seneca Course [_____] 🔍
Were you able to find the Seneca Course in the list — Yes ☐

13. **If you are not able to find the Seneca course you would like to request**, please change "Were you able to find the Seneca Course in the list" to "No".

Cancel **Add Course Detail** Save

School George Brown College of Applied Arts And Tech
Course Type General Education ⌄
Were you able to find the Seneca Course in the list — No
Requested Seneca Course [_____] 🔍

14. Use the magnifier to search for additional Seneca Courses. Once you have found the Seneca course you would like to request for transfer credit, select that course and then click on "Save".

Cancel **Add Course Detail** Save

School George Brown College of Applied Arts And Tech
Subject COMM 🔍
Course Nbr 1007 🔍 College English
Were you able to find the course in drop down above — Yes ☐
Equivalent Seneca course COM101 Communicating Across Contexts
Request Equivalent Course — No
Course Type [_____ ⌄]
Requested Seneca Course [_____] 🔍
Were you able to find the Seneca Course in the list — Yes ☐
Upload Course Outline

Uploading Course Outlines/Additional Documentation

15. Select "Upload Course Outline"

Cancel **Add Course Detail** Save

School George Brown College of Applied Arts And Tech
Subject COMM 🔍
Course Nbr 1007 🔍 College English
Were you able to find the course in drop down above — Yes ☐
Equivalent Seneca course COM101 Communicating Across Contexts
Request Equivalent Course — No
Course Type General Education ⌄
Requested Seneca Course ANR110 🔍
Cultural Anthropology
Were you able to find the Seneca Course in the list — Yes ☐
Upload Course Outline

16. You will have two options regarding the type of attachment. Please note that **Course Outlines are required for an application to be considered complete.**

a). For course outlines, please select "Course Outline". In the description field please provide the institution name and course code. Example: HumberACCT111.

b). For courses that may require additional documentation such as certificates, please select "Additional Information".

Upload File

Attachment Type Course Outline ⌄
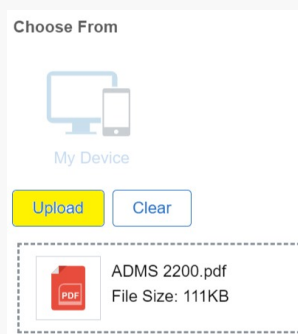Upload Required
Description HumberACCT111

Add Attachment

17. Click on "Add Attachment"

18. Click on "My Device" to choose your document.

File Attachment ✕

Choose From

My Device

19. Once you have selected your document it should appear below "My Device". Click on "Upload".

No

Choose From

My Device

Upload   Clear

ADMS 2200.pdf
File Size: 111KB

20. Once the upload has completed click on "Done".

21. If applicable, please add any additional attachments by selecting "Add Another Attachment" and following steps 18-19.

22. Once all documents have been uploaded click on "Done"

23. You will then be returned to the Add Course Detail page. Click "Save"

Cancel   **Add Course Detail**   Save

School George Brown College of Applied Arts And Tech

Subject COMM 🔍

Course Nbr 1007 🔍   College English

Were you able to find the course in drop down above   Yes

Equivalent Seneca course COM101 Communicating Across Contexts

Request Equivalent Course   No

Course Type General Education ▾

Requested Seneca Course ANR110 🔍

Cultural Anthropology

Were you able to find the Seneca Course in the list   Yes

Upload Course Outline

24. If you would like to add additional courses to be considered for transfer credit, please select "Add External Course" and follow steps 7-23.

25. Once you have added all external courses to your application and uploaded all necessary documentation, you will be required to submit your transcript details.

Program ACC 🔍 ⓘ Accounting

Postsecondary institution 0001000014 🔍 George Brown College of Applied Arts And Tech
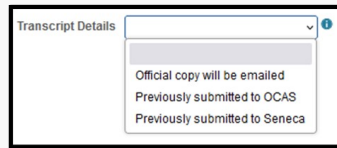
Able to find the post secondary institution Yes

Have you completed a degree ? Yes ▾ ⓘ

Applying for course by course transfer credits? Yes ▾ ⓘ

Add External Course ⓘ

	External Course	Rule Accepted	Requested Seneca Course	Attachments
1	College English (COMM1007)	No	Cultural Anthropology (ANR110)	📎

Transcript Details [yellow dropdown]

26. From the drop-down menu, please select how your transcript has been electronically sent to Seneca.

Transcript Details [dropdown]

Official copy will be emailed
Previously submitted to OCAS
Previously submitted to Seneca

27. Please review your complete application before saving and submitting your request.

You will notice that there is a heading called "Rule Accepted". If a rule exists for your Seneca course, and you have accepted the equivalent rule on your application it would be reflected here. Otherwise, if there is no rule, or you have requested a different course, you will see a "No" under "Rule Accepted" and your request will be sent for review.

A separate application will be required for each external institution you are applying for transfer credit.

Program	ACC	Accounting
Postsecondary institution	0001000014	George Brown College of Applied Arts And Te
Able to find the post secondary institution	Yes	
Have you completed a degree ?	Yes	
Applying for course by course transfer credits?	Yes	

Add External Course

	External Course	Rule Accepted	Requested Seneca Course	Attac
1	College English (COMM1007)	No	Cultural Anthropology (ANR110)	

28. Once you have confirmed your application is complete, please select "Save" and then "Submit".

Submit   Save

Create Request   View All Requests

Transfer Credit

ransfer credits are granted for courses taken at another recognized postsecondary institution that are deemed equivalent to a course at eneca, and which apply to your specific program of study.

separate application will be required for each external institution you are applying for transfer credit.

| Program | ACC | Accounting |
| Postsecondary institution | 0001000014 | George Brown College of Applied Arts And Tech |