

Step-By-Step Guide

Version 4

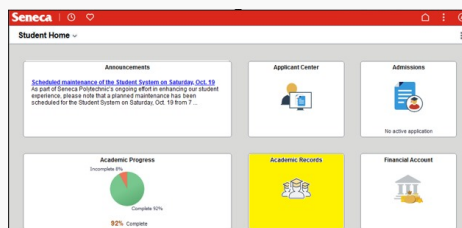
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How to Apply Online A Step-By-Step Guide

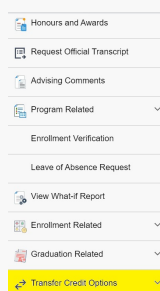
Detailed step-by-step instructions on how to apply using the online form are provided below. Should you have any questions or require assistance with your application please reach out to the Transfer Credit and PLAR Office at theservicehub@senecapolytechnic.ca

Transfer Credit Application – Domestic Institution

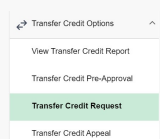
1. Login to your Student Home and select “Academic Records”



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”.

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.

Was your previous institution located within Canada? ☐ Yes

Next

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

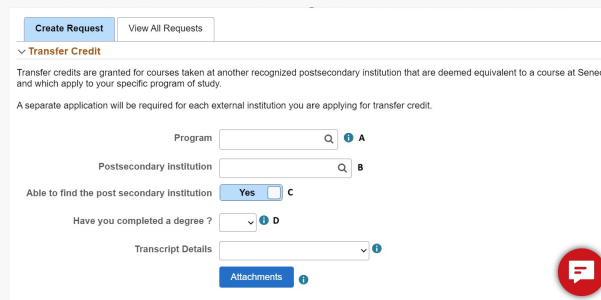
b). Use the magnifier to select the name of your previous post secondary institution.

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.

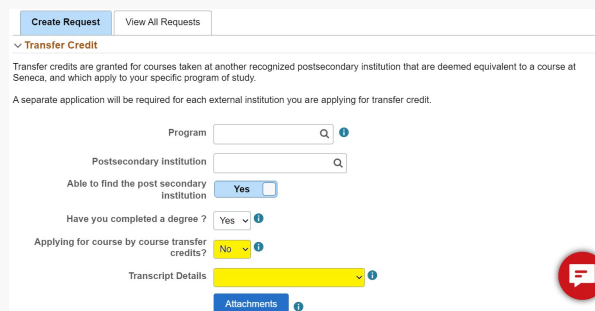
d). Select "Yes" if you have completed a degree from this post secondary institution, if yes you may be eligible for [degree completion credits](#).

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



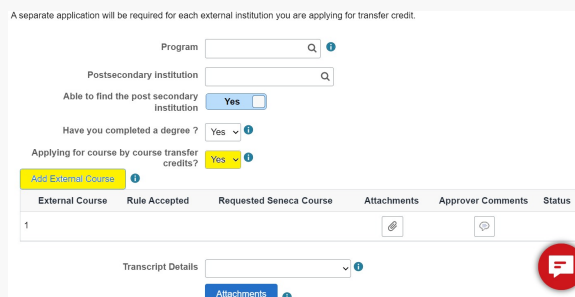
6). Once you have indicated your degree status from your previous post secondary institution, a new field will populate. Please state if you are applying for course by course transfer credits.

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.



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"



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"**.

Cancel Add Course Detail 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 C

Course Type

Requested Seneca Course

Were you able to find the Seneca Course in the list

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.

Cancel Add Course Detail 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

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.

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

Equivalent Seneca course COM101 Communicating Across Contexts

Request Equivalent Course

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".

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

Equivalent Seneca course COM101 Communicating Across Contexts

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

[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".

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

Subject


Course Nbr College English

Were you able to find the course in drop down above ☒ Yes ☐ No

Equivalent Seneca course

Request Equivalent Course ☐ No

Course Type

Requested Seneca Course 


Cultural Anthropology


Were you able to find the Seneca Course in the list ☒ Yes ☐ No

[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  Accounting

Postsecondary institution  George Brown College of Applied Arts And Tech

Able to find the post secondary Institution ☒ Yes ☐ No



Have you completed a degree? ☒ Yes ☐ No

Applying for course by course transfer credits? ☒ Yes ☐ No

[Add External Course](#) 

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

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

Transcript Details  

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  Accounting

Postsecondary Institution  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	Attachments
1 College English (COMM1007)	No	Cultural Anthropology (ANR110)	

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


Save Submit


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.

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

Program  Accounting

Postsecondary Institution  George Brown College of Applied Arts And Tech