# 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 <u>theservicehub@senecapolytechnic.ca</u>

# Transfer Credit Application – International 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 an international institution, change "Was your previous institution located within Canada?" from "Yes" to "No" and click on "Next".



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

b). Manually enter the name of your previous institution.

c). 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 gran	ted for courses taken at	another recognized p	ostseco	ndary	y institution that are deemed equivalent to a course at Seneca,
and which apply to your	specific program or stud;	у.			
A separate application w	ill be required for each e	external institution you	are app	lying	for transfer credit.
	Program		Q	0	Α
	Institution name			R	
	montation numo				
Have you	completed a degree ?	~ 🕕 C			
	Evaluation Report				~
		Attachments			
		Contraction of the second seco			•

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 23 for further instructions regarding evaluation report details if you are not applying for course by course transfer credit.

Create Request	View All Requests				
Transfer Credit					
ransfer credits are gran nd which apply to your	nted for courses taken at specific program of study	another recognized po y.	stsecon	dary i	nstitution that are deemed equivalent to a course at Seneca,
separate application w	rill be required for each e	xternal institution you a	are appl	ying fo	or transfer credit.
	Program	EMAC	Q	0	Electromech Engin Tech-Auto
	Institution name				
Have you	completed a degree ?	Yes 🗸 🕄			
Applying for cou	rse by course transfer credits?	No 🗸			
	Evaluation Report				· •
		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"

			-		
Create Request	View All Requests				
<ul> <li>Transfer Credit</li> </ul>					
ransfer credits are gran seneca, and which apply	ted for courses taken at / to your specific progra	t another recognized po m of study.	ostsecondary	institution that are de	emed equivalent to a course at
separate application w	ill be required for each e	external institution you	are applying	for transfer credit.	
	Program	EMAC	Q 🚯	Electromech Engin	Tech-Auto
	Institution name				
Have you o	completed a degree ?	Yes 🗸 🛈			
Applying for cours	se by course transfer credits?	Yes 🗸			
Add External Cours	• 0				
External Course	Rule Accepted	Requested Senec	a Course	Attachments	Approver Comments
1				Ø	

## **Course by Course Transfer Credits**

7. Please add your previous post secondary institution's course details. This should match the course code as listed on your transcript and match the course outlines being provided.

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

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

Cancel	Add Course Detail		
	International Institution		
Course co	de .	A	
Course ti	tle	в	
Course Ty	pe 🗸 🗸		

Requested Seneca Course	
Were you able to find the Seneca Yes Course in the list	
Upload Course Outline	

8. 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.

Cancel	Add Course Detail	Save
	International Institution	
Course code		
Course title		
Course Type	General Education 👻	
Requested Seneca Course	Q	
Were you able to find the Seneca Course in the list	Yes	
	Upload Course Outline	

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

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

11. 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
	International Institution	
Course code		
Course title		
Course Type	General Education V	
Were you able to find the Seneca Course in the list	No	
Requested Seneca Course	Q	
	Upload Course Outline	

12. 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".

### **Uploading Course Outlines/Additional Documentation**

13. Select "Upload Course Outline"

Cancel	Add Course Detail	Si
	International Institution	
Course code		
Course title		
Course Type	General Education 🗸	
Were you able to find the Seneca Course in the list	No	
Requested Seneca Course	Q	
	Upload Course Outline	

14. 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
	Course Outline 🗸	Attachment Type
	Required	Upload
	HumberACCT111	Description
	Add Attachment	

#### 15. Click on "Add Attachment"

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

	File Attachment	×
Choose From		
My Device		

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

Choose Fro	om
My De	vice
Upload	Clear
PDF	ADMS 2200.pdf File Size: 111KB

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

19. If applicable, please add any additional attachments by selecting "Add Another Attachment" and following steps 16-17.

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

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

Cancel	Add Course	Detail Save
	International Institution	
Course code	ABC123	
Course title	Example Course	
Course Type	General Education 🗸	
Requested Seneca Course	ANR110	Q
	Cultural Anthropology	
Were you able to find the Seneca Course in the list	Yes	
	Upload Course Outline	

22. If you would like to add additional courses to be considered for transfer credit, please select "Add External Course" and follow steps 7-21.

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

✓ Transfer C	redit			-		
Transfer credits Seneca, and wi	are granted for council nich apply to your sp	urses taken a pecific progra	t another recogniz im of study.	ed postsecondary	institution that are deemed equiva	lent to a course at
A separate app	lication will be requi	red for each	external institution	you are applying	for transfer credit.	
		Program	EMAC	Q 🕚	Electromech Engin Tech-Auto	
	Instit	ution name	International Inst	titution		
Ha	ive you completed	a degree ?	Yes 🗸 🛈			
Applying	for course by cour	rse transfer credits?	Yes 🗸 🔒			
Add Exten	nal Course 🕕					
Externa	al Course	Rule Acce	epted	Requested Sen	eca Course	Attachments
1 Exampl (ABC12	le Course 23)	No Rule		Cultural Anthrop	oology (ANR110)	
	Evalua	tion Report			<b>*</b>	

24. From the drop-down menu, please select your Evaluation Report type.



a). Please select ICAS if your evaluation report was completed by the International Credential Assessment Service of Canda. You will then need to select if your ICAS Assessment was previously submitted to Ontario College Application Service (OCAS) or directly from ICAS. Please include your application number.

b). Please select WES if your evaluation report was completed by Word Education Services. You will then need to provide your WES Reference number.

c). Please note that evaluation reports are required for the assessment of transfer credits from international institutions. If you select "None" you will be unable to submit your application for review.

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

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

		Submit Sa						
✓ 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	EMAC Q Electromech Engin Tech-Auto							
Institution name	International Institution							
Have you completed a degree ?	Yes 🗸 🛈							
Applying for course by course transfer credits? Yes V								
Add External Course								
External Course Rule Acce	pted Requested Seneca Course	Attachments						
1 Example Course No Rule (ABC123)	Cultural Anthropology (ANR110)							