

Step-By-Step Guide

Version 2

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How to Apply Online A Step-By-Step Guide

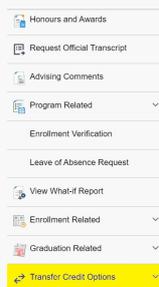
Detailed step-by-step instructions on how to apply using the online form are provided below. Should you have any questions or require assistance with your application please reach out to the Transfer Credit and PLAR Office at theservicehub@senecapolytechnic.ca

Transfer Credit Application – International Institution

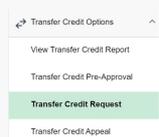
1. Login to your Student Home and select “Academic Records”



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”.

A screenshot of the 'Create Request' form. At the top, there are two buttons: 'Create Request' (active) and 'View All Requests'. Below this is a section for 'Transfer Credit' with a dropdown arrow. The text explains that transfer credits are granted for courses taken at another recognized postsecondary institution. A note states: 'A separate application will be required for each external institution you are applying for transfer credit.' The question 'Was your previous institution located within Canada?' is followed by two radio buttons: 'Yes' (unselected) and 'No' (selected). A yellow 'Next' button is located at the bottom left of the form.

- 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".

The screenshot shows the 'Transfer Credit' section of a web application. It includes a 'Create Request' button and a 'View All Requests' link. Below the title, there is explanatory text about transfer credits. The form contains several input fields: 'Program' with a search icon and a blue 'A' icon; 'Institution name' with a blue 'B' icon; 'Have you completed a degree?' with a dropdown menu and a blue 'C' icon; and 'Evaluation Report' with a dropdown menu. An 'Attachments' button with a blue '1' icon is at the bottom right.

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.

This screenshot shows the 'Transfer Credit' form with some fields populated. The 'Program' field contains 'EMAC' and shows a search icon and a blue '1' icon. The 'Institution name' field is empty. The 'Have you completed a degree?' dropdown is set to 'Yes' with a blue '1' icon. The 'Applying for course by course transfer credits?' dropdown is set to 'No' with a blue '1' icon. The 'Evaluation Report' dropdown is highlighted in yellow. An 'Attachments' button with a blue '1' icon is at the bottom right.

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"

This screenshot shows the 'Transfer Credit' form with the 'Add External Course' button highlighted in yellow. The 'Program' field contains 'EMAC' and shows a search icon and a blue '1' icon. The 'Institution name' field is empty. The 'Have you completed a degree?' dropdown is set to 'Yes' with a blue '1' icon. The 'Applying for course by course transfer credits?' dropdown is set to 'Yes' with a blue '1' icon. Below the form is a table with columns: 'External Course', 'Rule Accepted', 'Requested Seneca Course', 'Attachments', and 'Approver Comments'. The table has one row with the number '1' in the 'External Course' column. An 'Attachments' button with a blue '1' icon is at the bottom right.

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 Save

International Institution

Course code

Course title

Course Type

Requested Seneca Course

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

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

Requested Seneca Course

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

Were you able to find the Seneca Course in the list No

Requested Seneca Course

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 Save

International Institution

Course code

Course title

Course Type

Were you able to find the Seneca Course in the list No

Requested Seneca Course

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

Attachment Type

Upload Required

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 From



My Device

Upload
Clear



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
Save

Add Course Detail

International Institution

Course code

Course title

Course Type

Requested Seneca Course 

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 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  Electromech Engin Tech-Auto

Institution name

Have you completed a degree? 

Applying for course by course transfer credits? 

