

# Domestic (from institutions within Canada)

Version 28

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Applications for transfer credit must include an application, official transcript and detailed course outline(s) to be considered complete and eligible for review.

Applications should be submitted before the start of your first semester at Seneca, for courses in any semester of your program of study.

Submissions missing any of the required documentation are considered incomplete and cannot be reviewed. **A submitted application that is incomplete will receive a status of "Denied" and a new application must be submitted.** To avoid delay, submit all documents at time of application.

**A submitted application that is complete will receive a status of "Approved" and will be sent for processing.** An email will be sent to your Seneca email account to inform you once decisions are available. You can check your transfer credit status for requests sent for processing through your [Transfer Credit Report](#).

As part of the transfer credit application process, students are encouraged to complete an [Independent Evaluation](#) of courses prior to submitting a transfer credit application. This process will assist in identifying appropriate courses to submit for formal transfer credit evaluation.

## 1. [Transfer Credit Request](#)

- Log in to [Student Home](#).
- Select "Academic Records."
- Select "Transfer Credit Options."
- Go to "Transfer Credit Request."

## 2. [Official Transcripts](#)

- Transcripts are to be received through the Ontario College Application Service

(OCAS) via [ontariocolleges.ca](http://ontariocolleges.ca), or electronically directly to Seneca's Service Hub email from the sending institution. If you have not submitted your transcript, please arrange to have your official transcript sent directly to [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca).

- Transcripts submitted directly from students, or copied, or altered, are not considered official and will not be accepted.
- If you have previously submitted your official transcript or requested to have one submitted electronically, please indicate this on the Transfer Credit Request.

### 3. Detailed Course Outlines

- Detailed course outlines must be from the same year and term in which the courses were completed.**
- All course outlines must be submitted as separate PDF files. Please use the course code as the file name.**
- Each course outline (also known as a “syllabus”) must come from the institution which delivered the course and should include the following:
  - Name of institution, faculty/school and program
  - Course code, title and description
  - Topic outline; planned schedule of topics, tests and assignments
  - Mode of instruction
  - Prescribed texts
  - Reference material, both required and recommended
  - Modes of evaluation
  - Learning outcomes
  - Any other information relevant to the section (e.g. hours and/or means of consultation, detailed grading schemes, any variations on the mode of delivery or textbooks, audio/videotaping as methods for learning and/or evaluation, additional learning resources/equipment, etc.)

[Sample Course Outline from an Ontario College](#)

[Sample Course Outline from an Ontario University](#)

## Communications and General Education Courses

Graduates with a completed three- or four-year undergraduate degree, or with a master's degree, from a recognized Canadian postsecondary institution are eligible to receive transfer credit toward COM101 and **general education** courses. To be considered for review, please submit an official transcript and a **Transfer Credit Request**.

tags : transfer-credit