

# International (from institutions outside of Canada)

Version 14

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Applications for transfer credit must include an application form, official transcript, evaluation report and detailed course outline(s) to be considered complete and in order for the application to be reviewed for course content.

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

Incomplete submissions cannot be reviewed until all documentation is provided. To avoid delay, submit all documents at time of application. Please include your Seneca student number in all email requests.

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.

## Required Documents

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

- Complete the form.

### 2. Evaluation Report

- Evaluation reports can be obtained from [World Education Services](#) (WES) or [International Credential Assessment Service of Canada](#) (ICAS).
- It may take several weeks for one of the above service providers to perform a credential evaluation. Please apply early to ensure you meet submission deadline dates and to avoid unnecessary delay.
- [World Education Services](#) (WES)
  - WES Basic Course-by-Course Report – if you have an original transcript
  - WES ICAP Course-by-Course Report – if you do not have an original transcript

- **Please note:** When you apply for a WES report, add Transfer Credit (RO) as the recipient of an electronic copy. When the WES report is complete a copy will be automatically sent to the Transfer Credit office.
- **International Credential Assessment Service of Canada (ICAS)**
  - Evaluations in addition to an official transcript

### 3. **Official Transcripts**

- Transcripts are received through Ontario Colleges (OCAS), or electronically directly to the receiving institution from the sending institution, or digitally directly to the receiving institution from the sending institution.
- Transcripts marked as “issued to student,” or copied or altered are not considered official and will not be accepted.
- If you have previously submitted your official transcript or submitted a transcript electronically or digitally, please indicate this on the Transfer Credit Request form.

### 4. **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.**
- If your original course outline is not in English, a certified translation of the document is required. The outlines must be translated, signed and sealed by a certified translating service or they will not be accepted. Please visit the [Association of Translators and Interpreters of Ontario](#) website for certified translators in your area.
- Course outlines (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 Course 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](#)

## Submit Your Application

Submit your completed application form and detailed course outlines as PDF attachments to [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca).

Arrange to have your official transcript and evaluation report sent directly to [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca).

## Communications course

Graduates with a three- or four-year undergraduate degree, or with a master's degree, are eligible to receive transfer credit toward COM101. The degree must be from a recognized institution where English is the language of instruction. To be considered for review, please submit an official transcript, documentation of English as the language of instruction, a basic credential evaluation, and a completed [Transfer Credit Request](#) form.

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