

## **TRANSFER CREDIT - Frequently Asked Questions**

### **1. Can I submit a Transfer Credit request in my 3rd or 4th year? Do I submit a Transfer Credit request every year?**

You must make your request within 2 years of being admitted to OCAD U (deadline August 31) and you submit only one request during your time at OCAD U. For example, the deadline for students admitted in September 2022 is August 31, 2024. We will review your transcript for relevant courses that may fulfill your program requirements at all year levels. The earlier you submit it, the better.

### **2. What are the “Per term deadlines”?**

The recommended “per term” deadlines are made to ensure that transfer credits can be approved before the start of each term. Requesting transfer credits early will give you a better chance at making changes to your course registration if you receive transfer credit. If we receive your request after the per term deadlines indicated, you might not receive your results in time to replace courses you drop based on receiving transfer credits, which could also include losing tuition refund money.

### **3. What types of courses are eligible for transfer credit?**

You can find more information on our [Transfer Credit Guidelines](#) about the types of courses and subjects that are eligible. Courses completed at an accredited post-secondary institution with a final mark of at least **60% to 70%** (depending on the type of institution and where the passing grade is 50%) are eligible for transfer credit consideration. IB Higher Level and AP courses are also eligible for transfer credit consideration.

### **4. How do I submit transcripts?**

Official transcripts are required and must be sent directly from the institution attended. If transcripts were submitted during the application process, you do not need to send them again. If you have not provided official transcripts, please contact your former institution to find out how to request them. Mailed-in documents continue to be delivered to us, and we will also accept official documents sent to us by email or through e-transcript services like Parchment, Bridge-U or e-SCRIP-SAFE.

Please use the following address:

OCAD University  
Admissions & Recruitment  
Attention: Leiko Shimizu  
100 McCaul St.  
Toronto, ON  
M5T 1W1  
[admissions@ocadu.ca](mailto:admissions@ocadu.ca)

## **5. Do I have to submit course outlines (syllabi)?**

Course outlines or syllabi will not be required for courses that have been previously approved for transfer credit. It will be helpful to collect them and have them ready, but you will receive an email requesting specific course outlines if we require them. A course outline is more than just the course description. It should have detailed information such as the course description, learning outcomes, assignment details, weekly class topics, required texts, and evaluation criteria.

## **6. Do I have to add all of my previous course information on the form?**

If you would like us to review your full transcript for relevant equivalent OCAD U courses, you are not required to enter course details on the form.

## **7. Can I request transfer credit for dual credit courses completed at a college while I was in high school?**

We will consider dual credit courses if these courses were not part of your high school graduation requirements.

## **8. What if I change my major?**

If you change your major, you may request another review of your transcript for additional and/or modified transfer credits. Please fill out the [Transfer Credit Appeal & Reassessment Request form](#). Students have up to 6 months after the start of their new program to request this (March 31).

## **9. How long will it take to receive my results?**

Results could take up to 8 weeks to process during peak times from May to October. During off-peak times, it could take up to 4 weeks to process. Assessment begins after all required supporting documentation has been submitted. You will receive your results by email.

## **10. How do I register while I am waiting for my transfer credit results?**

You should register into courses as if you will not receive any transfer credits. After you receive your transfer credit results, you may need to adjust your course registration. You are responsible for dropping courses you receive transfer credit in.

## **11. How are the grades used for transfer credit from my previous institution affect my OCAD U average?**

Courses approved for transfer to your OCAD U program will appear on your OCAD U academic transcript with the notation "TR". The grades you earned at your previous institution are not recorded on your OCAD U transcript and are not used to calculate your OCAD U average. Please note that transfer credit grades are no longer taken into consideration for graduating with distinction.

**Other Questions?** Email [transfercredit@ocadu.ca](mailto:transfercredit@ocadu.ca).