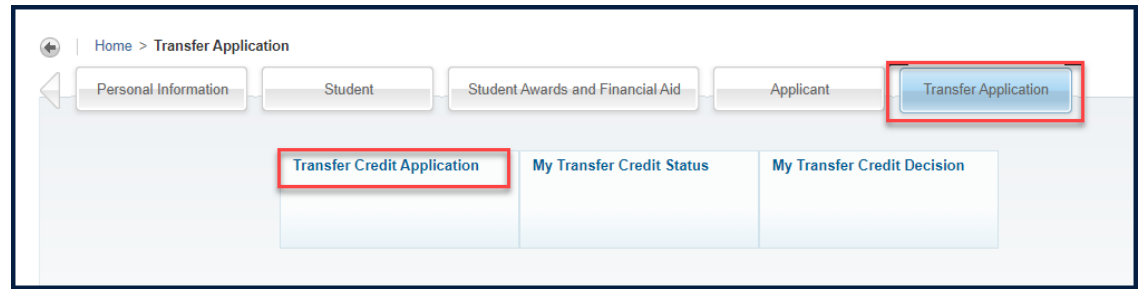# How to Apply for Transfer Credit for Institutions within Ontario

Steps:

1) Login to your MyHumber account

2) At the menu, select **Transfer Application > Transfer Credit Application**

3) Review the Eligibility Checklist, if you fit into any of the categories in the checklist, do not proceed with the online application. Click **Next** to continue to the Acknowledgment.

4) Under the **Acknowledgment Tab**, users will need to acknowledge the **Course Currency (Age)** and **Course Grade** by clicking the check box to proceed.

5) If your institution is not listed, please refer to: https://humber.ca/transferoptions/transfer-in/transfer-credits.html for information on how to apply.

   Core courses can be processed within 5 years from your Humber program start date. English, math, and electives can be processed within 10 years. Please fill out details of new transfer credit request and click Save. If you cannot find a course that, you are looking to apply for please email mailto:transferoptions@humber.ca for next steps.

6) Under the **Application Tab,** the user will need to enter the **Start Term** of the previous institution course, **Course Subject**, **Number** and **Course Title** and the **Grade.** Select the Humber Subject code followed by Course Number that will include the title. User can enter multiply course transfer per previous institution. Click on **Save** and **Next** once completed.

7) To upload the course outline please select the **Upload Course Outline** button. The document cannot exceed 10 MB and the following document types are accepted: PDF, JPG, JPEG, GIF, DOC, DOCX, TXT, RTF, TIF and BMP. Click **Next** to continue.

8) Acknowledge and Confirm the payment fee.

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Student Transfer Services – Office of the Registrar
This document is available in an alternate format upon request

How to Track your Transfer Credit Status

Steps:

1) Login to your MyHumber account
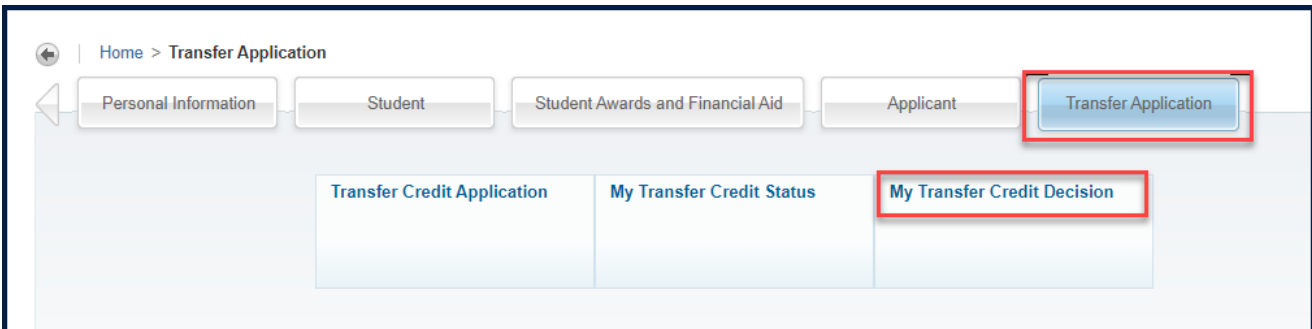2) At the menu, select **Transfer Application** > **My Transfer Credit Status**
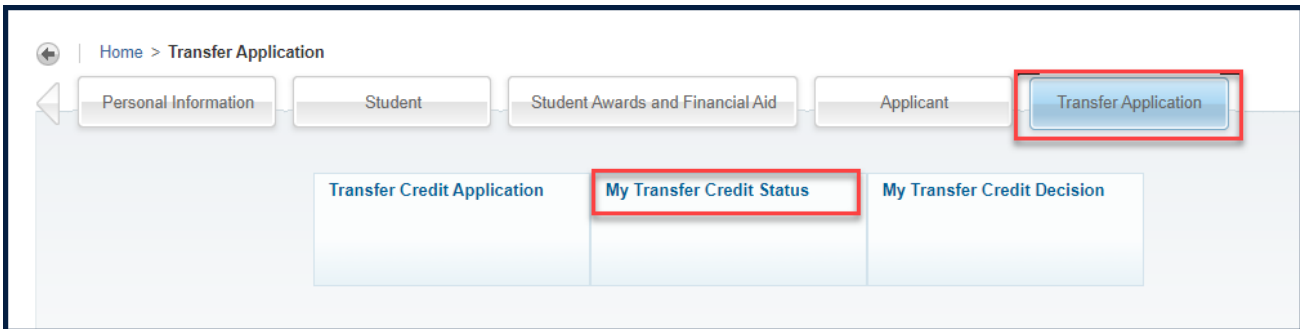
How to Confirm/Decline your Transfer Credit Decision

Steps:

1) Login to your MyHumber account
2) At the menu, select **Transfer Application** > **My Transfer Credit Decision**

3) After your transfer credit is approved (RCA-Review Completed-Approved), you will need to CONFIRM or DECLINE your transfer credit decision. Please note: If you do not do this, your transfer credit will not be applied to your record.

University of Guelph-Humber

Term	Level	Transfer Course Information	Humber Course	Status	Decision
Fall 2020	PS	AHSS 1130 - Principles of Sociology	LASB 001 - Degree Breadth Transfer	RCA - Review completed - approved	Confirm Decline

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