

# Department of Integrated Studies in Education

Room 244, 2nd Floor, Education Building

3700 McTavish Street

Montreal, Quebec H3(Print)



STUDENT NAME: \_\_\_\_\_ MCGILL ID: \_\_\_\_\_

MCGILL EMAIL: \_\_\_\_\_@mail.mcgill.ca

Program:

Newly Admitted/Readmitted Transfer Student: Previous university:

Transfer term: \_\_\_\_\_

1. The Faculty reserves the right to make changes to transfer credits when problems are detected or when changes are made to McGill courses and programs.
2. Newly admitted students must request transfer of credits (including an official transcript) within their first term of study at McGill. These transfer credits should be reported by December 1<sup>st</sup> for the Fall Term. Failure to meet these deadlines may result in additional processing fees to have the credits added to the transcript.
3. Supporting documents (such as unofficial transcripts) may be submitted with this form to accelerate the approval. However, final approval for transfer credit will be based on the official transcript and processed following receipt of the official copy. It is the student's responsibility to have an official transcript sent to McGill to obtain transfer credits.
4. Students will be eligible to transfer credits to McGill if the grade earned for each course is a C or higher. The policy applies to elective, complementary and required courses.
5. Grades for transfer credits do not enter into any McGill grade point calculations (TGPA/CGPA) however, the number of credits granted will appear on the McGill transcript.
6. For course exemptions students must take an additional course in order to complete the total credits required at the time of admission.

\_\_\_\_\_ course(s) is (are) approved you are to return the completed form to your Student Advisor for final approval.

McGill ID: \_\_\_\_\_

Host Institution: \_\_\_\_\_ Term: \_\_\_\_\_

Host Institution: \_\_\_\_\_ Term: \_\_\_\_\_

<i>Host Institution, Host course Code</i>	<b>To be Completed by Student</b>					For Departmental Advisor	ISA
	<i>Host Course Term</i>	<i>McGill Equiv. Course or generic course (as per Course Equiv. System )</i>	<i>Course Type**</i>	<i>Course Equivalency System (CES) –Please include valid citation and indicate Yes/No here:</i>	<i>Grade Obtained</i>		