

EXEMPTION/TRANSFER REQUEST FORM

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APPLICATION INSTRUCTIONS

Exemption/transfer requests will only be considered for admitted applicants or current full-time students.

Completed applications must be received 3 weeks prior to the start of the academic year.

All relevant sections of the application form must be completed.

All supporting documentation must be submitted with the application and indicated in SECTION A. A separate Exemption/Transfer Request Form must be submitted for each course you are seeking transfer credit exemption. If you are submitting more than one (1) course for transfer credit at the same time, you are only required to pay the fee (\$25.00) once.

SECTION A: SUMMARY OF SUPPORTING DOCUMENTATION							
Please indicate which documents are being included with your application.							
	Official transcripts of relevant marks						
	Unofficial transcripts (if Michener has official transcript on file from admissions process)						
	WES/ICAS equivalency documents						
	Detailed course outlines or syllabus - You must submit these with your request						
	Course objectives						
	Other						

Please see http://michener.ca/discover-michener/policies/transfer-credit-policy/ for the policy on exemption/transfer credit for full details.

CRITERIA FOR ACCEPTABLE COURSE EXEMPTION/TRANSFER

A student may request an exemption/transfer for a course only once.

A student is responsible for the content of all exempted/transferred course material that may appear in any further examinations.

A student whose request for an exemption/transfer is successful will have the course removed from their timetable; students must continue to attend all classes until course exemption is confirmed.

SUBMISSION INFORMATION

Email: <u>ExemptionRequest@michener.ca</u> (preferred method)

If you don't have access to a scanner, it is suggested to download the <u>free</u> app called Tiny Scanner on your smartphone. The app allows you take a picture of your document(s) and sent it via email as a PDF Google Play Store

iTunes Store



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SECTION	B: STUI	DENT INFORMAT	ION				
Student Nam		st Name	Surname	Date			
	_						
MICHENER IE			Telephone	Home			
Program				Mobile			
SECTION	c: cou	RSE FOR WHICH	EXEMPTION/TRANSF	ER IS BEING RE	QUESTED (ON	IE COURSE	PER FORM)
COURSE #		COU	RSE TITLE				
Note A Sta	ts cours	e on its own is not s	ufficient for RMIP231 ex	emption. It must	t be accompani	ed with a Res	search course
			CATION OR EXPERIEN				
N	ote Tl	he date completed	for course(s) listed below		ed five (5) year	s prior to the	current
		1	academi	ic year	COURCE	OMCAC	DATE
INSTITUTI	ION	COURSE # COURSE T		ITLE	COURSE GRADE	OMSAS GRADE*	DATE COMPLETED
	☐ No I certify that the information given on this application is true and complete.						
 ☐ Yes ☐ No ☐ I understand that false information may invalidate my application. ☐ Yes ☐ No ☐ I understand that I am responsible for the content of all exempted/transferred course material that 							
☐ Yes	□ No			ent of all exempted,	transferred cour	se material tha	it may
□ Yes	appear in any future examination. ☐ Yes ☐ No I have attached all supporting documents including detailed course description(s)						
DATE:							
			APPLICANT'S SIGNATU				
* Please refer t	o OMSAS	chart at <u>https://www</u>	ouac.on.ca/guide/omsas-c	onversion-table/			
SECTION	F: PAYI	MENT INFORMAT	ION				
<u>JECHON</u>	/	VILITI IIII OIIIVIXI					
Fee: \$25.00). Please	indicate payment	method:				
	□ Master			□ Certified	d Cheque***	ПС	ash/Debit
_ v13u	— Master	Express		or Mone			n person only)
Credit Car	d Numb	er		F	xpiry Date		
create car	a Hailib			_	Apiry Dute		
Cardholde							
*** We do no	t accept p	ersonal cheques. Pleas	e make certified cheques pay	able to The Michene	er Institute.		
	ONI V						
OFFICE USE		-1					
Exemptio	n Ev	aluator:					
Approved	d:		Name		Signature		Date
□ Yes □ N	No Ch	air:					
			Name		Signature		Date