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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 2 weeks prior to the start of classes.

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.

If you are seeking exemption/transfer credit for the Introduction to Research Methods course, please see the list of pre-approved courses at <http://michener.ca/wp-content/uploads/2014/10/AcceptableResearchCourses.pdf>.

### **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 prior admissions process)
- WES/ICAS equivalency documents
- Detailed course description(s)
- Course objectives
- None if the above (Course is on pre-approved list of courses)

Please see <http://michener-site.clients.soshal.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.

### **CONTACT INFORMATION**

Registrar's Office Fax number:

416-596-3122

Mailing Address:

The Michener Institute

Attn: Office of the Registrar – Transfer Credit

222 St. Patrick Street

Toronto, ON M5T 1V4

In person:

Room 500

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**SECTION B: STUDENT INFORMATION**

Student Name \_\_\_\_\_ Date \_\_\_\_\_  
First Name Surname dd/mm/yyyy

MICHENER ID \_\_\_\_\_ Telephone \_\_\_\_\_ Home \_\_\_\_\_

Program \_\_\_\_\_ Mobile \_\_\_\_\_

**SECTION C: COURSE FOR WHICH EXEMPTION/TRANSFER IS BEING REQUESTED (ONE COURSE PER FORM)**

COURSE # \_\_\_\_\_ COURSE TITLE \_\_\_\_\_

For Research Methods Course Request: Is the course (s) in section C on the pre-approved list?  Yes  No

**SECTION D: PRIOR FORMAL EDUCATION OR EXPERIENCE IN SUPPORT OF EXEMPTION/TRANSFER**

INSTITUTION	COURSE #	COURSE TITLE	COURSE GRADE	OMSAS GRADE*	DATE COMPLETED

Yes  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 may appear in any future examination.

DATE: \_\_\_\_\_ APPLICANT'S SIGNATURE: \_\_\_\_\_

\* Please refer to OMSAS chart at [http://www.ouac.on.ca/docs/omsas/c\\_omsas\\_b.pdf](http://www.ouac.on.ca/docs/omsas/c_omsas_b.pdf)

**SECTION E: PAYMENT INFORMATION**

Fee: \$25.00. Please indicate payment method:

Visa  Mastercard  American Express  Purchase Order *(please attach)*  Certified Cheque\*\*\* or Money Order  Cash/Debit *(in person only)*

Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

\*\*\* We do not accept personal cheques. Please make certified cheques payable to The Michener Institute.

**OFFICE USE ONLY**

Exemption Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Evaluator:	_____	_____	_____
		Name	Signature	Date
	Chair:	_____	_____	_____
		Name	Signature	Date

