

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: ExemptionRequest@michener.ca (preferred method)

If you don't have access to a scanner, it is suggested to download the **free** 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](#)

