



STEP-BY-STEP Instructions for FNTI Students Filling out the Canadore College Online Transfer Credit Application

Before you begin your Transfer Credit Application....

Please note that you will be required to submit an official transcript and a detailed course outline for each application. You can compare the learning outcomes from your previous course to the learning outcomes in your FNTI/Canadore course by checking the Canadore course outlines here:

[Canadore College Course Outlines](#)

How to Request your Official Transcript:

If you are applying for transfer credit from an institution other than FNTI/Canadore, you will be required to submit an official transcript with your application. Official transcripts are to be sent from institution to institution only. The process for requesting an official transcript varies from school to school. You may be able to request your official transcript through your student portal or through a link on the school website or you may need to reach out to the Office of the Registrar at your previous post-secondary institution in order to have your transcript sent to FNTI. Please have official transcripts sent to one of the following:

Email - registrar@fnti.net

Fax - 613-396-2761 - Attn: Registrar

Mail

FNTI - Attn: Registrar

3 Old York Rd

Deseronto, ON

K0K 1X0

If you would appreciate assistance in requesting your transcript, you can fill out the FNTI Transcript Request Form here: [Transcript Retrieval | FNTI](#) Once FNTI has received your official transcript, we can send it to Canadore College and you may proceed with your Transfer Credit Application.

You can access the Canadore Application here: [EmailMe Form - Credit Transfer Application](#)

Please fill out one full application per transfer credit. For more information, The Canadore Pathways Guide can be accessed here: [Canadore College Transfer & Pathway Guide](#)

If you have any questions about this process or about the Canadore Transfer Application, please reach out to the FNTI Pathways Coordinator at abbeyp@fnti.net

CANADORE COLLEGE CREDIT TRANSFER APPLICATION PAGE 1

Please read through each point in the checklist and click the square beside the line for each item. You will not be able to proceed to the second page without clicking all items in the checklist. Please note that there is no fee for credit transfer for FNTI students.

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PART 1

Student Checklist and Instructions to Applicants

Please read and review the list below. By checking off each item, you are acknowledging your understanding. *

- Credit transfer applications may be completed at any time. To ensure you meet the drop deadlines for each semester, Applications and all accompanying documentation must be received no later than 15 business days prior to the beginning of semester
- The fee for transferring non-Canadore College credits is 25.00 for one course of 50.00 for two or more. Transfer credit fees are due at the time of application and are non-refundable. There is no charge for Canadore to Canadore course transfers.
- Non-Canadore Credit Transfer Applications must be accompanied by official transcripts. (See additional information below)
- Non-Canadore Credit Transfer Applications must be accompanied by detailed course outlines for each course .
- Only non-Canadore courses successfully completed with a "C" grade (60%) average or better will be considered for transfer.
- It is your responsibility to drop current and/or future courses from your program of study for which you receive exceptions.
- Please be aware that changes to your course load may result in changes to your status (e.g. full-time or part-time) or to your funding eligibility (e.g. OSAP).
- Please be aware that your application will not be processed until all documents are received
- You will be notified by email once your application has been processed. You must continue to attend classes until you receive official notification that the credit transfer application has been approved. Please note assessments may take 1 to 4 weeks

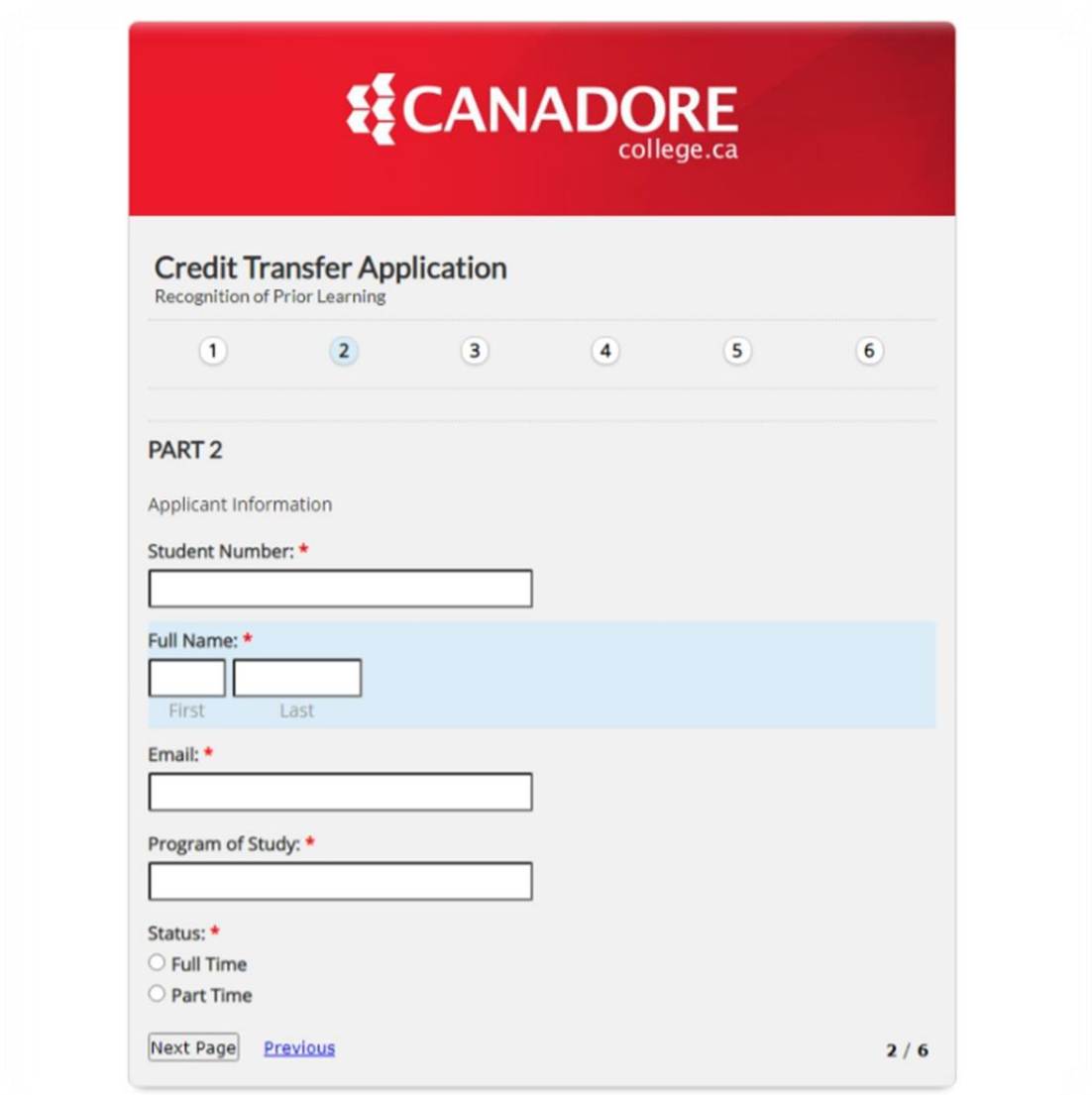
You must complete one application for each course you want to transfer. You can use several courses for one course. For example CMM115 and CMM116 for CMM125. You can also apply for transfer credit for courses in future semesters.

For any questions or assistance completing the transfer credit application, contact the Pathway Officer at 705-474-7600 ext 5139 or pathways@canadorecollege.ca

PART 2 - Student Checklist and Instructions to Applicants
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CANADORE COLLEGE TRANSFER APPLICATION PAGE 2

Fill out all required fields. Please reach out to registrar@fnti.net if you do not yet have a student number.



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PART 2

Applicant Information

Student Number: *

Full Name: *

<input type="text"/>	<input type="text"/>
First	Last

Email: *

Program of Study: *

Status: *

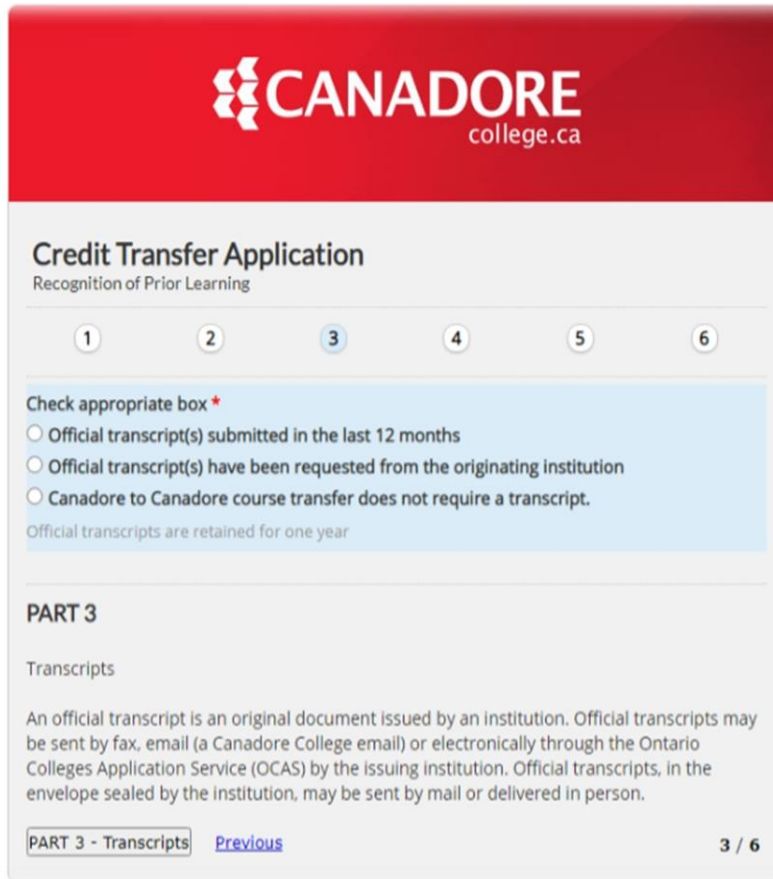
Full Time
 Part Time

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CANADORE COLLEGE CREDIT TRANSFER APPLICATION PAGE 3

FNTI students looking to apply for transfer credits between Canadore/FNTI programs can click on the circle beside line item #3 on this page to indicate that you do not need to submit a transcript. If you are looking to transfer courses from an institution outside of FNTI/Canadore, please click the circle beside line item #1.



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Check appropriate box *

- Official transcript(s) submitted in the last 12 months
- Official transcript(s) have been requested from the originating institution
- Canadore to Canadore course transfer does not require a transcript.

Official transcripts are retained for one year

PART 3

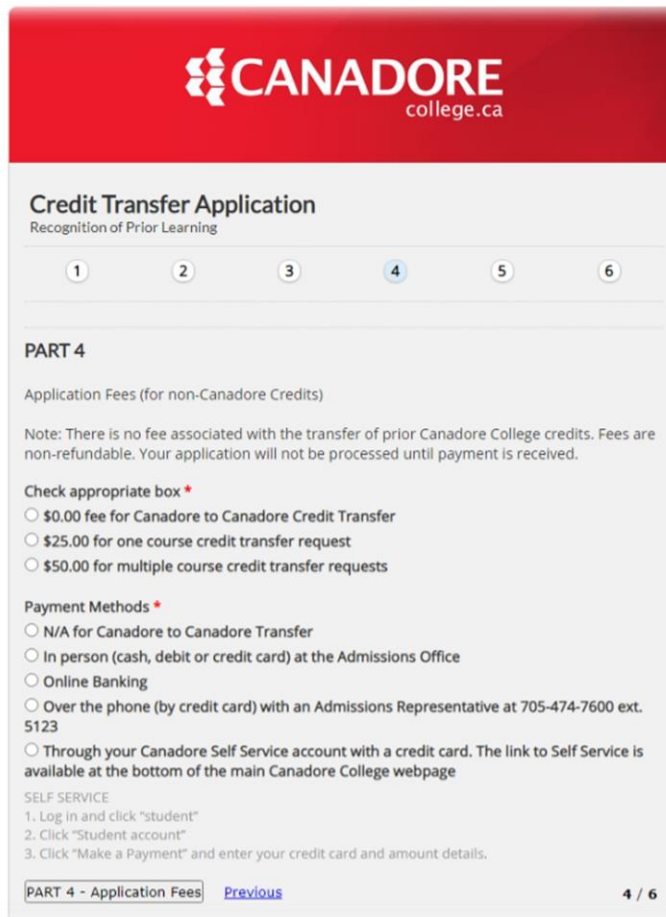
Transcripts

An official transcript is an original document issued by an institution. Official transcripts may be sent by fax, email (a Canadore College email) or electronically through the Ontario Colleges Application Service (OCAS) by the issuing institution. Official transcripts, in the envelope sealed by the institution, may be sent by mail or delivered in person.

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CANADORE COLLEGE CREDIT TRANSFER APPLICATION PAGE 4

FNTI students are not required to pay for credit transfer. Click on the top circle in both boxes.



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PART 4

Application Fees (for non-Canadore Credits)

Note: There is no fee associated with the transfer of prior Canadore College credits. Fees are non-refundable. Your application will not be processed until payment is received.

Check appropriate box *

- \$0.00 fee for Canadore to Canadore Credit Transfer
- \$25.00 for one course credit transfer request
- \$50.00 for multiple course credit transfer requests

Payment Methods *

- N/A for Canadore to Canadore Transfer
- In person (cash, debit or credit card) at the Admissions Office
- Online Banking
- Over the phone (by credit card) with an Admissions Representative at 705-474-7600 ext. 5123
- Through your Canadore Self Service account with a credit card. The link to Self Service is available at the bottom of the main Canadore College webpage

SELF SERVICE

1. Log In and click "student"
2. Click "Student account"
3. Click "Make a Payment" and enter your credit card and amount details.

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CANADORE COLLEGE CREDIT TRANSFER APPLICATION PAGE 5

Fill out all of the required fields.
Canadore Course Outlines can be found here:

[Canadore Course Outlines](#)

Under Special Instructions or Comments, please indicate that you are an FNTI student.

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PART 5 - COURSE

Credits to be Reviewed for Transfer

List the courses you have completed and the corresponding Canadore College course you believe are equivalent.

e.g., COMM100, College Communications from Algonquin College for Canadore Colleges, CMM125 College Communications course.

Please note that you can use multiple courses to cover a single Canadore College Course. All Fields are required

PLEASE NOTE: If you have any question please contact pathways@canadorecollege.ca

If you are applying for a general elective (GED) please indicated GED in the Canadore College Equivalent Course Code field.

Course Transferred From (e.g., Humber College): *

Completed Course Code (e.g., CMM 125): *

Completed Course Title (e.g., College Communications):

Final Grade Achieved:

Year Completed Course:

Canadore College Equivalent Course Code: *

Canadore College Course Title:

Attach Course Outlines of non-Canadore courses:

Yes - Now
 Will Email Later

Not required for Canadore to Canadore courses

File Upload

No file chosen

Special Instructions or comments:

Credits to be Reviewed for Transfer

PLEASE NOTE: You must complete one application per course you want to transfer. If you have any issues or questions please contact pathways@canadorecollege.ca.

List the course you have completed and the corresponding Canadore College course you believe is equivalent.


e.g., COMM100, College Communications from Algonquin College for Canadore Colleges, CMM125 College Communications course.

Please note that you can use multiple courses to cover a single Canadore College Course. Please input additional course information in the "Special Instruction or Comments" field. All Fields are required.

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CANADORE COLLEGE CREDIT TRANSFER APPLICATION PAGE 6

Click submit to complete your application. If you are applying for multiple transfer credits, you will need to fill out an application for each credit for which you are applying.



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FREEDOM of INFORMATION and PROTECTION of PRIVACY ACT

Canadore College is required to report student level enrolment-related data to the Ministry of Training, Colleges and Universities under the authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The Ministry collects this data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities.

This information is also used for internal administrative and statistical purposes by Canadore College and may be shared with the Ministries/ Agencies of the Government of Ontario and/or the Government of Canada. Information will also be shared with third party service providers who are retained by the College to provide services to students or act as agents of the College (working in accordance with privacy guidelines). By signing this application, you are authorizing Canadore to use your personal information for processing your application, acceptance or registration as well as research, taxation, student insurance or funding purposes. If you have any questions concerning the collection and use of personal information, please contact the Admissions Office at 705-474-7600 ext. 5123 or email at admissions@canadorecollege.ca.

I have read the above statement and hereby authorize the release of information contained herein to the above mentioned: *

I confirm. Please accept this as my signature

To get additional information about this transfer credit application or to provide additional documents you may contact the Pathway Officer at 705-474-7600 ext 5139 or email at pathways@canadorecollege.ca.

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