

## How do I transfer credits into Georgian?

You may be eligible to transfer credit(s) if you've previously taken courses at another post-secondary institution (college or university) that are comparable to your program at Georgian College.

To be sure you can register into the correct courses during registration, it is strongly recommended that your *petition* for transfer credit and the supporting documents are received at least 60 days before your program starts.

**Step 1:** Provide official transcripts (received electronically through [ontariocolleges.ca](http://ontariocolleges.ca) or directly from your previous institution).

Official transcripts are sent to Georgian College **directly** from your post-secondary institution.

*For faster service, transcripts sent to us electronically are preferred. Mailed transcripts must be received at Georgian College with attention to Credit Transfer in a sealed envelope from your post-secondary institution. College/University transcripts provided with your admissions application **can** be used for your transfer credit petitions.*

**Step 2:** Access the [Transfer Credit System](#) through the Student Portal.

Not currently a Georgian applicant or student but considering transferring? Explore transfer and pathway opportunities in the [Transfer Equivalency Tool](#).

**Step 3:** Add your prior learning to your *Portfolio* in the Transfer Credit System.

This is where you will enter all prior academic learning you have completed.

**Step 4:** Provide **detailed** course outlines/syllabi.

The outline must be from the same time the credit was achieved and must include course content, learning outcomes, and grading schemes.

Course outlines are only required if the previous course(s) is/are unknown in our system. A course is considered unknown if you cannot locate it when filling out your prior learning.

**Step 5:** Submit a *petition* for transfer credit towards a Georgian College program.

If you have applied to multiple programs at Georgian College, you may submit more than one *petition*. Log in to view the status of your application, results will appear under the *Credit Offer* tab within the Transfer Credit System.

Please visit the [Credit for Prior Learning](#) website for the application and further details.