Transfer Credit Application

Please complete this form if you wish to receive credit recognition from the University of Fredericton for previously completed coursework at another accredited institution. Students are eligible to transfer a maximum of 50% of their credits for a given program. Please note a $100 fee per recognized course is charged, and you will not be required to complete the recognized course during your studies at the University of Fredericton.

Important notes

Please send us copies of your transcript, as we will not be able to return original documents to you. While the transfer credit process can be started without certified transcripts, official documents are required to complete the admissions process.

> To help us process your application as quickly as possible, please use the following naming convention for all documents:
> "**DocumentName_FirstName_LastName**" (e.g. "*Transcript _Jane_Doe*").

Checklist of required documentation

Completed 'Transfer Credit Application form'.

Transcript or other academic record showing study achievement.

Course syllabi or other description of course content.

If institution is outside North America, Transcript Legend or other overview of evaluation system.

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What comes next

1. We will confirm the receipt of your application and request further documents if needed.

2. You will receive the results of your application.

3. We will forward the result to the Student Services Office so you will not need to be enrolled in the recognized course.

4. Once enrollment is complete, credited courses will appear on your University of Fredericton transcript.

In the event that the start of your studies overlaps with the review of your credit recognition application, please do not enroll in any of the courses for which you have applied for transfer credit. The University is unable to process transfer credit requests once a student is enrolled in the course.

An appeal of the University's decision can be made in writing within 14 days of result (recognition@ufred.ca) containing additional evidence of learning. If the objection is not substantiated, a decision will be made on the basis of the documentation provided.

To be filled by the applicant:

Personal data	
Title	
First name[1]	Last name[1]
Street	
Postal Code	City
Phone[1]	E-Mail[1]

RECOGNITION OF TRANSFER CREDIT

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UFred course for credit recognition		Equivalent coursework from other institution				For administrative purposes only	
Course name	**Course Code**	**Course name**	**Course Code**	**Institution**	**Credits/ Hours**	**Recognized credits**	**Reason for Denial** [1]
EXAMPLE -- Principles of Microeconomics	*ECON 1110*	*Fundamentals of Microeconomics*		*Sample University*	*3 credits*	*For administrative purposes only*	*For administrative purposes only*

For any questions, please contact your Student Advisor, 1 877 454 6232 or information@ufred.ca.

[1] Processing note in case of rejection: 1 Scope of work not sufficient; 2 Significant differences in content/ requirement level have been identified; 3 Certification not sufficient; 4 Does not meet grade requirement; 5 Other

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To be completed by the University ¹

Previous achievements to the extent of _____ Credits will be recognized/credited via the courses marked in the table.

Sufficient proof of achievements was submitted

This request was processed on: _____