



TransferCreditApplication

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.

Important notes

- For evaluation purposes, please send us copies of your transcript, as we will not be able to return the original documents to you.
- While the transfer credit process can be started without certified transcripts, official documents are required to complete the admissions process.
- 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 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'.
 - ☐ Copy of transcript of records (ToR).
 - ☐ Detailed course syllabus for each course you request transfer credits.
- Note:** If you do not have access to your course syllabi, please contact the Registrar's office at your previous institution.

What comes next

1. Send your completed transfer credit application and all required supporting documents to recognition@ufred.ca.
2. We will confirm receipt of your application and request further documents if needed.
3. You will receive the results of your application. You can expect to receive your results within 14 business days.
4. We will forward the result to the Student Services Office so you will not need to be enrolled in the recognized course.
5. Once enrollment is complete, credited courses will appear on your University of Fredericton transcript.

To be filled by the applicant:

Personal data	
UFred Program of Interest	
First name	Last name
Full Mailing Address	
Phone	E-Mail
Please list all previously attended institutions from which you are requesting transfer credits.	

Completing the UFred Transfer Credit Form

1. Review Your Transcript: Carefully compare your official Transcript of Records (ToR) with the courses offered at the University of Fredericton (UFred).
2. Identify Comparable Courses: List ALL courses from your previous studies that you believe closely match those offered at UFred.
3. Access UFred Course Information: Use the following links to view the full list of courses for your program of interest:
 - [Certificate in Occupational Health, Safety and Environmental Systems \(COHSES\)](#)
 - [Associate Degree in Occupational Health and Safety \(AOHS\)](#)
 - [Associate Degree in Business Administration \(ADBA\)](#)
 - [Bachelor of Business Administration \(BBA\)](#)
 - [Master of Business Administration \(MBA\)](#)
 - [Executive Master of Business Administration \(EMBA\)](#)
4. Save your file using the naming convention above. All documents must be sent via email to recognition@ufred.ca.

Recognition of Transfer Credit

UFRED course for credit recognition		Equivalent coursework for other institution				For administrative purposes only	
Course Name	Course Code	Course Name	Course Code	Institution	Credits /Hours	Recognized Credits	Reason for Denial ¹

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
Misprints and errors reserved.



Recognition of Transfer Credit

UFRED course for credit recognition		Equivalent coursework for other institution				For administrative purposes only	
Course Name	Course Code	Course Name	Course Code	Institution	Credits /Hours	Recognized Credits	Reason for Denial ¹

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
Misprints and errors reserved.



To be completed by the University¹

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: _____