

TRANSFER CREDIT ASSESSMENT

PROCEDURE

This form is for assessment of transfer credit only. Students seeking prior learning assessment (PLA) should use the PLA form. It is recommended that a transfer credit assessment be completed before application for a prior learning assessment is considered.

Assessment of transcripts from other post-secondary institutions will occur once:

1. The student requesting transfer credit assessment has applied for admission to Cape Breton University.
2. The student requesting PLA has provided a detailed portfolio of prior learning. For further information about the PLA portfolio, please contact Enrolment Services.
3. Where required, the student will provide or arrange to have provided course descriptions for courses being assessed.
4. Where documents are not originally in English, the student will provide notarized translations.
5. For more information please visit [CBU.ca/transfer](http://cbu.ca/transfer)

INFORMATION

Student Name: _____

Birthdate (required): _____

Email (required): _____

CBU Program of Study: _____

CBU Student ID (if known): _____

Phone: _____

Date Submitted: _____

List the previous institutions attended for which you wish your transcripts to be assessed:

1. _____

2. _____

3. _____

Please ensure that an official transcript is sent to Cape Breton University by each institution for which transfer credit is to be assessed. Only transcripts from institutions listed on the application for admission will be considered.