

TRANSFER TO CBU

Your pathway to success.



Cape
Breton
University

[CBU.ca/transfer](https://www.cbu.ca/transfer)

TRANSFER TO CBU

Your previous degree or college diploma can bring you one step closer to earning a degree at Cape Breton University.

*Like many institutions CBU recognizes education completed at other post-secondary institutions or earned in a workplace setting. Students who have been successfully admitted to CBU and have previous postsecondary experience can apply for transfer credit. Transfer credit is awarded for any course a student has successfully taken that is a good match with a course offered by CBU. Students can then use these credits to fulfill **up to 50%** of the requirements for their CBU degree.*

TRANSFER TO CBU CHECKLIST

Please make sure you've completed each step in the Transfer process.

STEP 1

Review deadlines. To ensure you transfer credits are received with ample time to be advised and register for your courses, please ensure you apply by the following dates:

- July 31 for September (Fall) intake
- October 31 for January (Winter) intake
- March 31 for May (Spring) intake

STEP 2

Apply to CBU and pay the associated fee. On your application, make sure to choose 'Yes' to the question, 'Are you applying for transfer credits?' and list every institution you attended, even if it was only for a few credits. Transfer credits will only be awarded to successfully accepted students.

STEP 3

Students must upload official post-secondary transcripts and/or supporting documents to their **Future Student Account** after submitting the application. Applications cannot be processed until this step is complete.

STEP 4

Students must provide course outlines/syllabi for all courses they wish to be considered for transfer credit. These documents should be obtained from your previous institution and can be uploaded to the Future Student Account or sent by email to transfer_credits@cbu.ca.

Course outlines/syllabi should include the following information:

1. Course name and course code
(that matches the transcript provided)
2. Outlines/syllabi should be from the year/semester
the student took the course
3. Methods of evaluation
4. Method of instruction
5. Credit hours (in-class hours)
6. Lab component (if applicable)

When documents are not originally in English, the student must provide documents with notarized translations, in addition to the original documents. Please make sure that the grading method is listed on your official transcript; credit(s) and study hours per course should be clearly noted on the course description.

STEP 5

Wait to receive your results. Applications will be processed 6-8 weeks after receiving all documents, and you will receive results in your CBU Email Account.

Once you have been accepted to CBU and have Accepted Your Offer, you will be assigned a CBU Email Account and this information will be sent to the personal email that you used to apply to CBU. Once you have been accepted, you will be advised of how many transfer credits you have been approved for. Once you have Accepted Your Offer and confirmed your seat, you will be able to review all details of which courses were successfully accepted for transfer credit in your CBU Email Account.

You can access the webmail server through the CBU website, or directly by visiting: <https://outlook.office365.com/cbu.ca>.

Still have questions?

Connect with a recruiter at [CBU.ca/connect](https://cbu.ca/connect) or visit [CBU.ca/transfer](https://cbu.ca/transfer) for more information.

“ I transferred to CBU from NSCC to continue my education and to receive a Bachelor of Arts Community Studies. My transfer process was easy and the Unama’ki College staff were there for any help or support that I needed. I am so proud to be a CBU student! ”

Melanie Michelle, Membertou, NS
Social Services (NSCC Grad)
Bachelor of Arts Community Studies (CBU Student)

WHAT IS A TRANSFER CREDIT ASSESSMENT (TCA)?

A transfer credit is when credit(s) from your previous studies is applied toward your degree or diploma at your current or future institution (in this case, CBU). A TCA is the process that determines the amount of credits for which you are eligible.

WHAT IS A PRIOR LEARNING ASSESSMENT (PLA)?

A Prior Learning Assessment (PLA) differs from a TCA as it considers any non-traditional learning you may have acquired outside the classroom. Many mature students apply for a PLA based on their industry experience that directly relates to their program of choice.

The PLA application requires a written essay. Students wishing to learn more or want to submit a PLA should contact the Dean of the school they have applied to.

WHAT IS AN ARTICULATION AGREEMENT?

CBU has secured Articulation Agreements with many institutions across Canada and around the world. Articulation agreements guarantee transfer of credit from a previously completed program into a CBU degree program. For example, if you've completed and earned an Environmental Engineering Diploma from Nova Scotia Community College (NSCC), you are automatically placed in year three of the Bachelor of Engineering Technology (BET), Environmental Studies program at CBU and must complete 36 credits to obtain your degree.



For more information about CBU's Articulation Agreements, visit [CBU.ca/articulation](https://www.cbu.ca/articulation) or access the database list of all CBU Articulation Agreements by scanning this QR code.

“ The transition from NSCC to CBU was painless! I knew everything I needed to know about becoming a CBU student after just one email. In no time at all, I had my application submitted and my acceptance letter in hand. Once accepted, I received great support that helped me become a CBU student with ease, starting with a very helpful appointment with an academic advisor. ”

Kenzie Wadden, Glace Bay, NS
Process Operations - 4th Class Power Engineering (NSCC Grad)
Bachelor of Engineering Technology (CBU Grad)

WHO CAN TRANSFER CREDIT TO CBU?

The following is a list of students who can potentially transfer credit to CBU:

- students studying in a program with which CBU has an articulation agreement;
- students with incomplete post-secondary programs;
- post-secondary graduates;
- mature students with work experience relevant to their program of choice; and,
- high school students who have completed core French Immersion or International Baccalaureate (IB) classes.

HOW MANY CREDITS CAN I TRANSFER TO CBU?

You can fast-track your degree when you transfer credits to CBU from your previous institution. In order to do this, at least 50% of your program's credits are to be completed internally at CBU.

For example, if your program is a 3-year, 90-credit program, you may transfer up to 45 credits to CBU.

WHEN CAN I APPLY TO TRANSFER CREDIT TO CBU?

You can apply to transfer credit at the time of submitting your application for admission.

HOW MUCH DOES IT COST TO TRANSFER TO CBU?

Students must pay the application fee to apply to CBU, but there is no additional fee to transfer to CBU. If you have an approved Prior Learning Assessment, however, you will be required to pay 50% of the course for which you are receiving credit. For example, if you've received credit for an undergraduate course that costs \$922.50, you will be required to pay \$461.25.

Students interested in more information about Prior Learning Assessments should contact transfer_credits@cbu.ca.

I'VE TRANSFERRED, NOW WHAT?

1. Pay Your Deposit and Accept Your Offer (Canadian Students Only)

To formally **Accept Your Offer**, Canadian students must pay a \$300 non-refundable deposit by May 1. This deposit will be used towards your tuition and fees balance, and will confirm your seat at CBU. Once you have accepted your offer and confirmed your seat, you can be advised and register for courses.

2. Review Your Acceptance Letter

If your acceptance is conditional, please reference your admission letter to ensure you are meeting the program requirements. To view your letter, log in to your **Future Student Account**.

3. Meet Your Classmates and Follow Us on Social

The **CBU Student Facebook Group**, **CBU's Instagram** and **CBU's Twitter account** are all great places to meet your classmates and learn about exciting upcoming events and important dates.

For the full list of next steps, visit **[CBU.ca/whatsnext](https://www.cbu.ca/whatsnext)**.

WANT MORE INFO?

If you need clarification
on any information,
we're happy to help!

Toll Free: 1-888-959-9995 (Canada/US)

Tel: (902) 563-1330

Email: futurestudents@cbu.ca

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