

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. This form is completely filled in and is accompanied by the \$52.00 non-refundable transfer credit assessment application fee. **Payment may be made by cheque or money order payable to Cape Breton University or by Visa or MasterCard. If using a credit card please use the [Credit Card Charge form](#).**
2. The student requesting transfer credit assessment has applied for admission to Cape Breton University and has paid the application fee.
3. The student requesting transfer credit assessment has arranged for Cape Breton University to receive **official** transcripts. Transcripts issued to students are not considered official unless provided in an envelope sealed by the issuing institution.
4. Where required, the student will provide or arrange to have provided course descriptions for courses being assessed.
5. Where documents are not originally in English, the student will provide notarized translations.
6. For more information please visit www.cbu.ca/advanced-standing

INFORMATION

Student Name: _____

Birthdate (required): _____ **CBU Student ID (if known):** _____

Email (required): _____ **Phone:** _____

CBU Program of Study: _____ **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.