



Exemption/Transfer Request Form

APPLICATION INSTRUCTIONS

Applications will only be considered for fully admitted applicants.

Completed applications must be received **2 weeks prior to the start of classes.**

All relevant sections of the application form must be completed.

All supporting documentation must be submitted with the application. Where you are submitting material from more than one previous course you must clearly label the sections you wish the evaluator to review. Failure to do this may result in your request being denied.

You will be required to submit one or more of the following:

- Official transcripts of relevant marks if we have not received a copy with your original application.
- Comparative Education Service equivalency (for foreign degrees)
- Detailed course description. **Do not send the brief outline found on your university web site.**
- Course objectives

Please see your Student Handbook for the policy on exemption/transfer for full details.

Attend all classes until you receive official notification that your application for exemption/transfer credit has been granted.

CRITERIA FOR ACCEPTABLE COURSE EXEMPTION/TRANSFER

A student may request an exemption/transfer for a course only once.

A student is responsible for the content of any exempted/transferred course material that may appear in further examinations.

A student whose request for an exemption/transfer is successful will have the course removed from their timetable; otherwise you must continue to attend all classes.

CONTACT INFORMATION

Registrar's Office Fax number: 416-596-3122
Mailing Address: The Michener Institute
Attn: Office of the Registrar – Transfer Credit
222 St. Patrick Street
Toronto, ON M5T 1V4



Exemption /Transfer Request Form

SECTION A STUDENT INFORMATION

NAME _____ DATE _____

ADDRESS _____ STUDENT NUMBER _____

TELEPHONE: HOME _____

BUSINESS _____

PROGRAM _____

SECTION B- COURSE FOR WHICH EXEMPTION/TRANSFER IS BEING REQUESTED (ONE COURSE PER FORM)

COURSE #	COURSE TITLE

SECTION C - PRIOR FORMAL EDUCATION OR EXPERIENCE IN SUPPORT OF EXEMPTION/TRANSFER

FORMAL EDUCATION: OFFICIAL TRANSCRIPTS MUST BE ATTACHED IF NOT ALLREADY SUBMITTED WHEN APPLYING TO MICHENER

INSTITUTION	COURSE #	COURSE TITLE	DATE COMPLETED

I CERTIFY THAT THE INFORMATION GIVEN ON THIS APPLICATION IS TRUE AND COMPLETE.
I UNDERSTAND THAT FALSE INFORMATION MAY INVALIDATE MY APPLICATION

DATE _____ APPLICANT'S SIGNATURE _____

OFFICE USE ONLY

EXEMPTION APPROVED: YES _____ NO _____	EVALUATOR: NAME _____ SIGNATURE _____ DATE _____
	CHAIR : NAME _____ SIGNATURE _____ DATE _____