Transfer Credit Guide for Students Participating in a Learning Abroad & Outbound Exchange Program
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General information
A learning abroad exchange opportunity gives you the chance to gain exposure to different cultures, backgrounds, and forms of teaching and learning. You will connect and work with other students, professionals and professors from diverse cultural backgrounds and develop global fluency. Having a global experience not only attests to your academic achievements, but also to your determination and employability skills. For more information about learning abroad exchange programs, visit https://learningabroad.utoronto.ca.

You may be eligible to receive transfer credit for participating in a learning abroad opportunity. You are strongly encouraged to begin the application process as early as possible. Please note that there is no guarantee that all of the courses you take will be eligible for transfer credit or that you will receive specific Faculty of Arts & Science courses as transfer credit equivalents.

The role of the Office of the Faculty Registrar, Faculty of Arts & Science, is to facilitate the transfer credit process for students who are participating in a learning abroad opportunity. We do this by:

- advising you on the transfer credit process
- interacting with academic units on your behalf
- ensuring that all requests for transfer credit are assessed fairly and in accordance with the policies and regulations of the Faculty of Arts & Science
- adding transfer credits to your academic record upon the completion of your exchange studies

The Centre for International Experience (CIE) receives and processes applications for a learning abroad exchange and nominates students. The CIE also maintains all official final transcripts received by partner institutions at the completion of studies.

The equivalency assessment of courses you are taking for transfer credit is done by representatives of the relevant academic unit(s) within the Faculty of Arts & Science. The Office of the Faculty Registrar determines the overall credit weight based on the weightings of the courses taken at the host institution.
Rules and regulations

1. You are allowed to transfer up to a maximum of 2.5 full-course equivalents (FCE) per term for each of the Fall and Winter terms, and typically 1.0 FCE for the Summer session, depending on your enrolment at your host institution. You are eligible for up to a maximum of 10.0 FCEs in transfer credit, including any on-admission or post-admission transfer credit.

2. Unless otherwise specified, you will be paying Faculty of Arts & Science tuition fees for 2.5 FCE per term for each of the Fall and Winter terms, plus incidental fees. For the Summer session, you will be paying tuition fees for 1.0 FCE, plus incidental fees. More information on fees assessment in the Faculty of Arts & Science is available on the Student Accounts website.

3. When selecting courses at your host institution, please keep in mind that you can complete a maximum of 6.0 FCE at the 100-level toward your degree requirements.

4. You are only eligible to receive transfer credit for courses that have an equivalent area of study in the Faculty of Arts & Science, for example Astronomy and Astrophysics, History, Human Biology, Sexual Diversity Studies, or Statistical Sciences. Courses that have an equivalent area of study in a professional faculty at the University of Toronto, for example the Faculty of Applied Science & Engineering, are not eligible for transfer credit.

5. For courses that would not normally be eligible for transfer credit at the Faculty of Arts and Science, may be eligible for breadth transfer credits.

6. Only courses in which you achieve a passing mark may be eligible for transfer credit. Failed courses will not be displayed on your UofT transcript, but will be displayed on your host institution’s transcript.

7. Courses that are assessed only on the basis of attendance (that is, are not assigned a final mark) are not eligible for transfer credit.

8. The marks that you receive for your courses at your host institution are not incorporated into your Faculty of Arts & Science academic record: they do not appear on your transcript and are not included in your Cumulative Grade Point Average (CGPA).

9. Transfer credits may count towards the completion of your overall degree requirements, but not necessarily the completion of your program requirements. Please consult the relevant academic unit(s) concerning whether transfer credits for which you may be eligible can contribute toward your program requirements.

10. As a student participating in learning abroad opportunity, all transfer credits that you receive at the 300+ level will contribute toward your degree requirements.
11. You must ensure that official final transcripts are sent to CIE directly from the host institution.

12. You can begin the transfer credit process during your final term at your host institution by submitting a Transfer Credit Request Form and supporting documents to exchange.transfercredit@utoronto.ca.

What types of transfer credit might I receive?
A department may assign a variety of transfer credits for courses taken at a host institution. The marks that you receive for your courses at your host institution are not incorporated into your Faculty of Arts & Science academic record: they do not appear on your transcript and are not included in your Cumulative Grade Point Average (CGPA).

An exact equivalent
Example: ANT200Y

If a course at your host institution has been assessed as having the same material, level, and weight as a Faculty of Arts & Science course, you will receive this course as transfer credit.

If you receive an exact equivalent as transfer credit, you are not eligible to retake the course later for degree credit.

An unspecified transfer credit with an exclusion
Example: ANT3**Y (exclusion: ANT200Y)

If a course at your host institution has been assessed as having similar or overlapping – but not the same – material to a Faculty of Arts & Science course, you will receive an unspecified transfer credit with an exclusion to the Faculty of Arts & Science course.

If you receive an unspecified transfer credit with an exclusion, you are not eligible to take the course listed as an exclusion later for degree credit.

An unspecified transfer credit with no exclusion
Example: ANT3**Y

If a course at your host institution has been assessed as eligible for transfer credit but the content does not overlap with any Faculty of Arts & Science course, you will receive an unspecified transfer credit with no exclusion.
Generic credit

Example: CCR1**H

If a course at your host institution has been assessed as a broad-based course where the material does not fall under a specific academic unit but the course has academic merit, you will receive a generic transfer credit. Generic transfer credits are based on the breadth requirement categories.

No credit

A course at your host institution has been assessed as ineligible for transfer credit in the Faculty of Arts & Science.

How can I determine for which transfer credits I might be eligible?

You are strongly encouraged to begin as early as possible the process of reviewing whether the courses that you plan to take might be eligible for transfer credit. Please note that there is no guarantee that all of the courses you plan to take will be eligible for transfer credit or that you will receive specific Faculty of Arts & Science credits.

Step 1: Use Transfer Explorer

Use Transfer Explorer to find previous transfer credit assessments for courses from host institutions. The transfer credit equivalencies listed are valid for a five-year period.

Step 2: Contact academic units

If you cannot find a course on Transfer Explorer, you can contact the Faculty of Arts & Science academic unit that would teach the course were it offered in the Faculty to ask for a transfer credit pre-assessment. For full listing of the department contacts and an email template, please contact exchange.transfercredit@utoronto.ca.

Once you have received a reply from the academic unit, you have a record of what transfer credit you would receive.

Note: There are a few specific reasons why, even if you take and pass the relevant course, you might not receive the transfer credit that was indicated by the academic unit:

- The credit weight calculation is incorrect
- The course material at the time that you take the course is significantly different from what had been provided to the academic unit in advance
- The minimum passing grade at the host institution is not achieved
Please ensure that you send copies of the emails you receive from academic units to exchange.transfercredit@utoronto.ca.

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**How many course should I take at the host institution?**

You are allowed to transfer up to a maximum of 2.5 full-course equivalents (FCE) per term for each of the Fall and Winter terms, and normally 1.0 FCE for the Summer session, depending on your enrolment at your host institution.

In order to receive this maximum number of transfer credits, you must complete the equivalent “full course load” at the host institution, which is not the same as the minimum full course load at an institution. If you take less than a full course load, you will receive transfer credits corresponding to the equivalent percentage of a full course load in the Faculty of Arts & Science, rounded down to the closest 0.5 FCE.

A full course load is calculated by dividing the total number of credits/courses required for a degree by the number of years normally required to complete the degree. A 4-year Honours Bachelor of Arts in the Faculty of Arts & Science requires 20 credits, and so a full course load for the Fall/Winter session is 5.0 credits. Note that this full course load calculation is not the same as the number of credits in which you are enrolled if you are a full-time student in the Faculty of Arts & Science, which is 3.0 credits or more for the Fall/Winter session.

For students attending a European institution at which the ECTS system is used, 60 ECTS credits is **always** equal to 5.0 UofT credits, regardless of any additional credit system the school may use.

At the University of Nottingham, a 3-year Bachelor’s degree requires 360 credits. The full course load calculation for the purposes of transfer credit assessment is 360 credits divided by 3 years, therefore 120 credits (even though 100 or 110 credits are still considered by Nottingham to be a full-time load).

Full course load information is available on the second page of your nomination letter as well as through the CIE International Opportunities database ([https://learningabroad.utoronto.ca](https://learningabroad.utoronto.ca)).

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**How do I calculate the credit weight for each course?**

To determine the approximate equivalent weight of a particular course, you first need to know how many credits at the host university equals a full course load at UofT. This information is available on your nomination letter, as well as from the CIE website:

CIE International Opportunities search database: [https://learningabroad.utoronto.ca](https://learningabroad.utoronto.ca)
In most cases, the weight of the host institution’s courses will not be identical to either a half-credit or a full-credit at UofT, so you must select the closest value, rounding up or down.

- Individual credits can be rounded up when they are worth more than half of an H-credit (0.5 FCE). For example, a credit worth 0.26.
- Individual credits MUST be rounded down when they are worth exactly half or less of an H-credit (0.5 FCE). For example, a credit worth 0.25.

The calculation is as follows:

\[
\frac{\text{Host course weight}}{\text{Full load at host institution}} \times 5.0 \text{ (full load at UofT)} = \text{equivalent UofT weight}
\]

Examples:

(1) A full course load for one year at the University of Nottingham is 120 credits.
   A 20-credit course would be equivalent to \((20/120) \times 5 = 0.833\)
   On your form you would indicate 1.0 as the UofT credit value (not 0.5).

(2) A full course load at the University of Auckland for one year is 14 points.
   A 2-point course would be equivalent to \((2/14) \times 5 = 0.714\)
   On your form, you would indicate 0.5 as the UofT credit value (not 1.0).

What should I do if the courses that I take at my host institution are not the courses that I had pre-assessed for transfer credit?

Once you have arrived at your host institution, if you want to enroll in courses that either do not have an equivalency listed on Transfer Explorer or that you did not have pre-assessed for transfer credit, contact the relevant academic unit(s) as soon as possible to ask that the courses be assessed for transfer credit. For full listing of the department contacts and an email template, please contact exchange.transfercredit@utoronto.ca.

Once you hear from the relevant academic unit(s) concerning the assessment of these courses, it is mandatory to send copies of the emails to exchange.transfercredit@utoronto.ca.

Please note that unless you receive a response from the academic unit identifying a transfer credit assessment for the course(s), there is no guarantee that you will receive transfer credit for these courses when you return to the Faculty of Arts & Science.
How do I begin the final transfer credit assessment process?

You may initiate your transfer credit assessment during the final academic term of your exchange.

Download the Transfer Credit Request Form, complete it and send it to exchange.transfercredit@utoronto.ca.

Please retain all of your notes and graded work for each course that you took at your host institution, in case these are requested by the academic unit(s) assessing the courses for possible transfer credit. Note that an academic unit also can request an interview with you as part of the assessment process.

Ensure that your host institution sends an official final copy of your transcript for your studies at the institution directly to the Centre for International Experience (CIE) at the address below; a photocopy of your transcript will not be accepted.

A transfer credit assessment cannot be completed until your official final transcript – sent directly from your host institution rather than provided by you – has been received.

**The mailing address is:**

Student Exchange Program Office  
Centre for International Experience  
University of Toronto  
33 St. George St., Room 209  
Toronto, ON, M5S 2E3  
Canada

How long does the final transfer credit process take?

The assessment process may take **up to 8 weeks** to complete once all of your course pre-assessment documents and your official final transcript have been received.

This normally means that if you are participating in a learning abroad experience during the Winter term you will not receive your transfer credit assessment prior to course enrolment beginning in July for the next Fall/Winter session. Your College Registrar’s Office and the academic units offering your programs are best placed to advise you on course enrolment in the absence of a final transfer credit assessment.

It is always in your best interest to submit all documentation required for your final transfer credit assessment as soon as possible. You will be notified via email once your transfer credits have been awarded and will be directed to Degree Explorer to review your credits and check for any relevant notes.
In the instance you wish to use any unspecified transfer credit (i.e. PHL3**H) for program purposes, please consult with your program.

**Important note concerning graduation:** If you are participating in a learning abroad experience during the Winter term, you will not be eligible to graduate in June. The earliest period during which you might be able to graduate is the following November.

**How can I appeal the final transfer credit assessment?**
If you are not satisfied with the final transfer credit assessment that you have received, there is a two-step appeal process that you can follow.

The first step of the appeal process is to submit a statement to the Office of the Faculty Registrar, Transfer Credit Unit outlining the reasons for your appeal. The Transfer Credit Unit along with the relevant academic unit will review the appeal. The outcome of your appeal will be communicated to you by the Office of the Faculty Registrar. If, after this first step of the appeal process, you are not satisfied with the outcome, you can submit an appeal to your College Registrar’s Office. The appeal will be reviewed and decided by the Faculty of Arts and Science.

**Frequently asked questions (FAQs)**

*Can I start the transfer credit process while I am at my host institution?*
After the deadline to add courses in your final term at your host institution, you can download the [Transfer Credit Form](#) and send your detailed course outlines along with the Transfer Credit Form to [exchange.transfercredit@utoronto.ca](mailto:exchange.transfercredit@utoronto.ca). The Transfer Credit Section can then begin the assessment process but will not be able to finalize your transfer credit assessment until your official final transcript from your host institution has been received.

*What documentation should I submit if I did not receive course syllabi at my host institution?*
If you were not initially provided with course syllabi, please contact your instructor, or the relevant administrative office, directly to request that they be sent to you. If the institution cannot provide you with course syllabi, you can create your own detailed summary of the course content and ask your instructor to review and sign the document. Important information to include in your summary includes:

- summary of the topics covered
- text(s) used
- method of assessment
- hours and type of instruction
When applying to graduate school, how will the graduate school know what my marks are for the courses that I took at my host institution?

When you apply to graduate school, you will need to contact your host institution and request an official final transcript to be sent to the graduate school of your choice.

Contacts

Office of the Faculty Registrar (Transfer Credit Unit)
Faculty of Arts & Science, Sidney Smith Hall
100 St. George Street
Toronto ON M5S 2G3

For specific questions concerning transfer credit assessment, email exchange.transfercredit@utoronto.ca. For more information, please visit http://www.artsci.utoronto.ca/current/tc/exchange

Centre for International Experience
Cumberland House, 33 St George St.
Toronto, ON M5S 1A4

For information on partner institutions, nomination questions and/or final official transcripts, please complete the contact information form.

For more information, please visit www.cie.utoronto.ca