



<b>OFFICE USE ONLY</b>	<input type="checkbox"/>
Verified Student Account	
CSR: _____	

## APPLICATION TO TRANSFER BETWEEN NETWORK AND SYSTEMS ADMINISTRATOR (NSA) ADVANCED CERTIFICATE AND DIPLOMA PROGRAMS

### STUDENT ELIGIBILITY

1. You must be currently enrolled in an NSA program to be eligible to apply for transfer between the advanced certificate and diploma programs.
2. You must have successfully completed all Term 1 NSA courses.
3. You have 3 years from the program start date to complete the work practicum requirement.
4. You qualify for a work practicum placement if, at the end of term 2, you:
  - Achieve a minimum grade average of 70%, *and*
  - Achieve a minimum grade of 65% in every course, *and*
  - International students only – a work permit is not required to apply to the Diploma program, however you will be required to provide a valid work permit prior to the practicum start date.

### PROCESSES AND PROCEDURES

1. **Submission of this form does not guarantee your transfer request will be granted.**
2. Your application must be received within the deadlines indicated below, along with payment of the non-refundable application fee.
3. Applications to transfer are subject to limited space availability and approval.
4. Applications will be reviewed after the application deadline has passed.
5. If the number of applications to transfer received exceeds the number of seats available, applicants will be ranked by grade average and may be waitlisted.
6. If you receive an offer of admission you will be assessed applicable fees and payment of these fees is required as part of acceptance of the offer.
7. If you do not receive an offer of admission, or choose to not accept an offer of admission, you will remain in your current program.
8. MITT does not guarantee practicum placements when sufficient placements are not available, or when students are not selected by employers. In such situations, MITT will explore alternative options for program completion with a student.

### DEADLINES

	Advanced Certificate to Diploma	Diploma to Advanced Certificate	Notes
<b>Transfer Applications Open</b>	First day of Student Success Week in Term 1	First day of Student Success Week in Term 1	Applications will not be accepted prior to this date
<b>Application Deadline</b>	Last day of Student Success Week in Term 2	Last day of Student Success Week in Term 3	Applications will not be accepted after this date
<b>Program Transfer Deadline</b>	Last day of Student Success Week in Term 3	Last day of Student Success Week in Term 3	

### STUDENT INFORMATION

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Intake and year you began the NSA program (e.g.: Fall 2023): \_\_\_\_\_

What transfer are you requesting?  From Advanced Certificate (12 months) to Diploma (16 months)  
 From Diploma (16 months) to Advanced Certificate (12 months)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYMENT

Select your payment type:  Visa  MasterCard  American Express *(credit-debit cards such as Visa Debit and MasterCard Debit are not accepted)*

I authorize MITT to charge my credit card the \$105.00 non-refundable application fee:

Name on Credit Card: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

Card #: \_\_\_\_\_ Expiry (MM/YY): \_\_\_\_\_ Security Code (3 digits): \_\_\_\_\_

Email completed form to [csr@mitt.ca](mailto:csr@mitt.ca) or submit in person and pay with debit card

**FOR ADMINISTRATIVE USE ONLY - APPLICATION TO TRANSFER PROGRAM**

**To be completed by CSR upon receipt of form:**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

Payment Received?  Y  N

Payment Received?  Y  N      Payment Method:  DEBIT       VISA DEBIT       CREDIT CARD

**Please send to enrolment@mitt.ca after payment has been processed.**

**To be completed by Registrar's Office:**

**Student Records and Registration:**

- Diploma seat granted:      Cohort Group: \_\_\_\_\_      Effective date of program change: \_\_\_\_\_
- Waitlisted
- Ineligible

**Admissions:**

- International Student       Domestic Student

**Student requires:**

- Extension of International Health Insurance      Amount due: \$ \_\_\_\_\_
- Emailed student with health insurance amount owing
- Confirmation of Enrolment
- New Letter of Acceptance