



REQUEST FOR CREDIT TRANSFER

Credit Transfer requests will only be considered for students who have received a formal offer of admission to MITT. Requests will not be accepted for apprenticeship programs.

STUDENT NUMBER: _____ PROGRAM: _____

STUDENT NAME: _____
Last Name (Family Name) First Name (Given Name)

EMAIL: _____ PHONE NUMBER: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

INSTRUCTIONS:

1. Complete all areas of this form and return it with required documents to admissions@mitt.ca or deliver Monday to Friday between 8:30 am and 4:30 pm to: **MITT Admissions Office, 7 Fultz Blvd., Winnipeg, MB R3Y 1G4**
2. **APPLICATION DEADLINE:** The Request for Credit Transfer and all required documents must be submitted together, 30 days prior to the program start date. Students must attend all classes until Credit Transfer has been granted.
3. **REQUIRED DOCUMENTS:**
 - An official up-to-date transcript from your previous post-secondary institution(s). Unofficial transcripts will not be accepted. *If you are requesting credit transfer for course work completed at MITT, a transcript is not required.*
 - Detailed course outlines/syllabi for all courses you are seeking credit transfer for. Outlines should be from the academic year in which the course was completed, and must include: course title, course number/code, detailed course description, learning objectives, topics covered, textbook(s) used, type of assessment used to demonstrate learning.

Use this table to list the courses from your previous institution(s) that you want evaluated for a credit transfer:

Course Name (at previous institution)	Course Number	Name of Institution	Grade Earned	OFFICE USE ONLY		
				Approved? (Y/N)	Equivalent MITT Course Name & Number	Name/Signature of Decision Maker

☐ I have read and understood the information about credit transfer provided on both sides of this form.

Student Signature: _____ Date: _____



IMPORTANT INFORMATION ABOUT CREDIT TRANSFER

1. Students requesting credit transfer are expected to review the Credit Transfer Policy (<https://mitt.ca/about-mitt/mitt-policies/student-and-academic-policies>).
2. MITT will only accept credit transfer requests from accredited Canadian post-secondary institutions, or from recognized third-party certificate programs (e.g. CISCO). MITT will not consider credit transfer requests from unaccredited institutions or from institutions located outside of Canada.
3. Credit transfer requests for international students will be considered only upon confirmation from the Academic Coordinator that the student will maintain a full-time student status upon transfer of one (1) or more credits; credit transfer will be limited to a quantity that allows the students to maintain this status.
4. Receiving credit transfers may affect your course load and full-time status, which may impact your eligibility for Student Loans, scholarships, bursaries and other sponsorships.
5. No refunds will be provided for credit transfers. Students are responsible for the full tuition cost of their MITT program of study, regardless of whether credit transfer has been awarded.
6. Students may be awarded a maximum credit transfer of up to 40% of their MITT program requirements. If necessary, you will be asked to determine which courses you would like to receive credit for, to a maximum of 40% of your program credits.
7. Request for credit transfer are forwarded by the Registrars Office to the appropriate department. Students are notified of the decision(s) by email.

REGISTRARS OFFICE USE ONLY
Date Received by the Registrars Office:
Date Received by CLI for Evaluation:
Date Returned to the Registrars Office:
Student Informed of CT Outcome (Date):
Comments: