

## Procedure – Transfer Credit Request to the Telfer School of Management

Step 1: Fill out the *Request for Transfer Credits* form below.

Step 2: You must include all of the following information:

- **Full name** (first and last names)
  - University of Ottawa **student number**
  - **Full name of the institution** (where you have completed your *previous* university studies)
  - **Course codes** (courses completed at the *other* institution if applicable)
  - **Full course titles** (courses completed at the *other* institution if applicable)
  - **uO course codes** (specific uOttawa course codes that you wish to receive in transfer credit)
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- To know the codes of all ADM courses offered at the University of Ottawa, please see the [administration course catalogue](#).
  - To know the codes of all courses offered by other faculties (PHI, FRA, ECO, MAT, off-faculty electives), please see the [course catalogue](#).
  - For a list of all courses required in your program option, please see our [Program options](#).

Step 3: Sign and date the request form.

Step 4: Join a copy of the official course descriptions to your request. These official descriptions must come from a detailed syllabus or from the official annual catalogue of the institution (bearing the institution's official seal or from the institution's website). If the official descriptions have already been submitted, join a photocopy (in PDF) and mention that the descriptions have already been submitted. **Please note that we do not accept photos nor screenshots of course descriptions.**

- **Information needed in the official descriptions/syllabus:** Your supporting documents must include the same course titles/codes that appear on your official transcript from the other institution, textbook titles, covered chapters/themes/subjects and the evaluation method used.

Step 5: Submit your request and your supporting documents (in PDF) to the Student Services Centre, in person at Desmarais, room 1100, or by email in a single message at [equiv@telfer.uottawa.ca](mailto:equiv@telfer.uottawa.ca).

**The Student Services Centre reserves the right to return any incomplete form or request or to refuse any request for which submitted descriptions are not official or do not provide enough details to allow for a transfer credit.**

### Additional information

Please note that the following ADM courses cannot be granted for any studies completed outside of Canada since they cover Canadian laws and systems:

ADM 1340/1740, ADM 2341/2741, ADM 2342/2742, ADM 3340/3740, ADM 3345/3745, ADM 3346/3746, ADM 3349/3749, ADM 3360/3760, ADM 4340/4740, ADM 4341/4741, ADM 4342/4742, ADM 4344/4744, ADM 4345/4745, ADM 4346/4746, ADM 4348/4748, ADM 4349/4749

Please note that the following Telfer courses cannot be granted for any studies: ADM 2381/2781, ADM 4311/4711, ADM 4325/4725, ADM 4340/4740, and ADM 4350/4750.



## REQUEST FOR TRANSFER CREDITS

THE FOLLOWING STEPS ARE REQUIRED (Please note that requests will not be accepted unless accompanied by ALL required documentation.)

- Complete all sections below. Please make sure your writing is legible.
- Submit an official copy of your most recent transcript.
- Attach detailed official course outline (indicating textbook used and chapters/topics covered, etc.). A summary course description is NOT acceptable.

Given Name	Surname	Student Number	
Name of institution			
Course code	Course title	UO course code	Transfer credit received <i>(for internal use)</i>
Date		Signature	

**FINAL APPROVAL RESERVED TO THE SCHOOL**

Evaluated by : \_\_\_\_\_ Dept : \_\_\_\_\_

Comments : \_\_\_\_\_

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