



Transfer Credit Equivalence Form for Arts Students

This form is to be used by students enrolled in the Faculty of Arts who have already been assigned non-specific transfer credit on the basis of university course work completed prior to entry to McGill. These non-specific transfer credits can be seen on the McGill Minerva transcript as TRNS XXX.

This form permits the relevant department to indicate specific McGill course exemption(s) arising from the assigned transfer credits, allowing students to take full advantage of course work already completed and to avoid repeating course work unnecessarily.

Students who have not received transfer credits for which they think they are eligible should not use this form. They should instead speak with their Faculty Advisor in Arts OASIS.

Student name: _____ **McGill ID#:** _____ **Degree/Major:** _____
(please print) (last/first)

Signature: _____ **Date:** _____

| University for which transfer credit was assigned | Course number | Course title | Year/term taken | Equivalent McGill course code (e.g. BIOL 111) | Credit value of McGill course |
|---|---------------|------------------------|-----------------|---|-------------------------------|
| Ex. Concordia University | SOC 212 | Stats in Soc. Research | 2011S | SOCI 350 | 3 |
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Step-by-Step procedure for this form:

1. Fill in your name, McGill ID#, and McGill program.
2. Use the McGill Course Equivalency System at www.mcgill.ca/course-equivalency to verify if an equivalency has already been determined for your course(s). If not, submit a request via the system.
3. Fill in this form once all your equivalencies have been processed. **Make a copy of the completed form for your records.**
4. Bring the completed and signed form to the Service Point reception desk.
5. Staff in Enrolment Services will verify and enter the course equivalency information onto the student's record, usually within 10 working days. **This process may take longer during peak periods, such as the beginning of term.**

If you have any difficulty with this form or process, speak with your Faculty Advisor in Arts OASIS.

To obtain copies of this form go to www.mcgill.ca/students/servicepoint/web-requests

Enrolment Services use only

Completed Date: _____

Initials: _____