

Office of the Registrar

3377 Bayview Avenue, Toronto, ON M2M 3S4

 Tel: 416.226.6620 ext. 6711 • Email: registration@tyndale.ca

 Webpage: www.tyndale.ca/registrar

Students may submit this Transfer Credit Request Form to apply for post-admission transfer credit from another accredited institution into a Tyndale degree program. If you are in your first semester and looking to obtain transfer credit, contact the Office of the Registrar directly as your request may be in process. If you have not yet taken the course for transfer credit, please fill out a Letter of Permission Request Form.

TRANSFER CREDIT INSTRUCTIONS:

1. Please submit the syllabi for all the below courses being evaluated.
2. Ensure an official transcript is sent to the Office of the Registrar (registration@tyndale.ca) if it is not already in your file.
3. Submit the processing fee with this request form. Each course requested for transfer credit is **\$25 per course**.
4. Allow 2-3 weeks for processing before you are notified of the results.
5. Read the official transfer credit policy in the current academic calendar.

Name: _____ Student ID: _____

Email: _____ Daytime Phone: _____

Program of Study: _____

Request to transfer to Tyndale:

Name of Course	Course Code	Name of School
1.		
2.		
3.		

Student Signature: _____ **Date:** _____

Yes, I verify that...

1. All necessary syllabi are attached; and

2. The official transcript(s) are:

 In My File Attached Being Sent to the Office of the Registrar

PAYMENT:
 Pay.Tyndale.ca

a. Choose "Office of the Registrar" and click "Next".

b. Complete the next page carefully and click "Pay".

Notification will be sent to the Office of the Registrar once the payment is successfully made.

OFFICE OF THE REGISTRAR'S USE ONLY

Date Received: _____	Paid: _____
Approved by Registrar: _____	Date: _____