Faculty of Arts - Transfer Credit Checklist

Review the **Transferring credit section** to make sure you choose courses at the host university for which you can receive transfer credits

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Verify the **credit system** used and the equivalent full-time course load at the host institution on our **approved lists**

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Search the McGill **Course Equivalency Database** to see if the courses you wish to take have been already assessed:

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If a course is **not** on the Course Equivalency Database, **submit a new request.**
If it is expired, submit a **reassessment**.

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Add the courses to the **Minerva Transfer Credit Assessment Form** (*MTCAF*). You will find a link at the bottom of your study away or exchange application.

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If using the courses towards your **program requirements**, contact the department that administers the program and follow the program audit procedure:
www.mcgill.ca/oasis/advising/departmental-advising-information
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Need to make changes?
1) Follow the previous steps and add the new courses to the MTCAF.

2) Send an email to studyaway.arts@mcgill.ca about the changes.

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If **not** completed by the deadline, **a Hold** will be placed on your record **preventing** registration changes

Deadlines to complete MTCAF:
Fall semester - Nov 15
Winter semester - April 15
Summer semester - Concurrent with application

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Before you leave the host university, make sure to:
1) **pay** any outstanding fees/fines.
2) **complete** any exit surveys to prevent any delay in the **release** of your official transcript

Have your final official transcript (showing ALL grades) sent to McGill.
Independent Study Away: You must request this from the host institution. **Exchange:** usually automatically requested.

IMPORTANT REMINDERS

✓ Grades for transfer credits **do not** appear on your McGill record and are **not** included in your McGill TGPA/CGPA.

✓ The grade earned in the host university must be equal to **OR** higher than the grade required to graduate from the host institution. This is usually equal to a **grade of C or better.**

✓ You must complete the MTCAF for ALL courses taken, even if you **fail or withdraw** from a course at the host institution. It will be listed on your McGill transcript with zero credit granted.

✓ You should **bring back all course materials** (outlines, reading lists, graded work, returned exams). This may be needed when assessing a course to be used towards a program requirement.

✓ You are advised to order a few **official transcripts** for your own future use – e.g. Graduate studies applications, job interviews, etc

✓ If you take a French Language Course, you will need to do a **POST-TEST.**

✓ Transfer Credits are **only processed AFTER:**
1) the official transcript from the host institution is received, **and**
2) the MTCAF is completed accurately with all courses taken at the host institution.

✓ You can **view the completed transfer credits** on your Unofficial Transcript in Minerva.