



# Request for Transfer Credit or Credential Recognition

## Transfer Credit/Credential Recognition Guidelines:

- Before submitting a request for Transfer Credit or Credential Recognition, students must have been accepted into a NAIT credit program and paid the [non-refundable tuition deposit](#).
- Open Studies students are not eligible to apply for Advanced Credit.
- Students should enrol in their courses until official confirmation of credit has been received.
- Credit will be granted per course; partial credit will not be granted.
- Credit granted will not exceed that of the NAIT course credits.
- Course curriculum must be a minimum of an 80% match to NAIT course outcomes.
- Applicants can only receive credit for up to 50% of any NAIT credit program. (See [NAIT Academic Regulations and Procedures](#) under **Residence Requirements**).

**Please Note:** All programs have other requirements that are applied to each Advanced Credit request, including

- A maximum time frame since the course was completed.
- A minimum mark.

Detailed information is posted on each program page under “About the Program” (see Advanced Credit). If you do not qualify for transfer credit or credential recognition, [Prior Learning Assessment and Recognition \(PLAR\)](#) may be an option.

**Fees:** Evaluation fees are payable at the time of application, and are non-refundable.

- Transfer Credit/Credential Recognition from a NAIT program to another NAIT program.....No Fee
- Transfer Credit/Credential Recognition from any other recognized post-secondary institution .....\$75 Fee

**Please Note:** This fee will be charged for request forms received effective October 1, 2013 from students who have been accepted to a program commencing in September 2014 and onwards.

## Application Procedures:

1. Once accepted to your NAIT program, contact the [Student Success Contact Centre](#) to review requirements and get general Transfer Credit/Credential Recognition information. **It is recommended that you apply for Transfer Credit/Credential Recognition as soon as possible, once you have been accepted to a NAIT credit program and paid the tuition deposit, and no later than the class start date.**
  - \* While Recognition of Prior Learning can mean fewer classes to take and pay for, the definition of full-time status for Financial Aid may be different than NAIT’s definition of full-time status. Questions regarding financial assistance should be directed to the [Student Service Centre](#). You should review the [NAIT Academic Regulations and Procedures](#), Academic Honors and if necessary, seek further consultation with Advising or Program staff since eligibility for semester honors, Dean’s Honor Roll, an honors diploma/certificate, or awards may be affected.
2. Review current NAIT course outlines on the program home page under courses and identify the courses for which you believe you could receive credit.
3. Contact your [program](#) for more details and for directions on how to submit your Request for Transfer Credit/Credential Recognition form.
4. Gather required documentation such as course outlines/syllabuses, outcomes, post-secondary parchments, IQAS evaluations, professional certification or other relevant documents. **These documents must be submitted to the program area with your request form.** All transcripts submitted with your original admissions application are stored in NAIT’s documents. You must submit any other official transcripts to the [Student Service Centre](#) located in CAT 180 of the Centre for Applied Technology, Main Campus.
5. Fill out the [Transfer Credit/Credential Recognition Payment form](#) and pay evaluation fee to NAIT (if applicable).
6. Complete and submit the Request for Transfer Credit and Credential Recognition form with all required documents (in English) **to your program designate**. Include proof of payment (if applicable). You will receive an email verifying receipt of your request by the program.
7. The program designate will review your request **within 6 weeks** of receiving your request package. You may need to participate in the review process (e.g. an interview).
8. You will be notified via email to check the credit granted on the Student Portal. It is your responsibility to:
  - Contact the program area with any questions or concerns related to the assessment results.
  - Notify the program if you have decided to decline a course credit that has been granted. Any changes must be requested before the [add/drop deadline](#).
9. You may [appeal Advanced Credit decisions](#).



Request for Transfer Credit or Credential Recognition

Personal Information (Please Print)

Last Name:	First Name:	Middle Name:
NAIT Student ID:	Email Address:	Phone:
NAIT Program:		Date of Application for Advanced Credit:

Advanced Credit Evaluation Fee: NAIT to NAIT Request No Fee ☐ All Other Requests \$75.00 Fee ☐

PROGRAM USE ONLY- Student has been accepted (matriculated/non-refundable tuition deposit paid) to a NAIT credit program:  
☐ Yes ☐ No (If no, return Request to student)  
☐ \$75.00 Fee Paid (if applicable). If fee shows as unpaid on Campus Community, return Request to student and send remove fee email to Cash Office within 10 days.  
☐ Email sent to student confirming date request was received

1.Transfer Credit is requested for the following course(s):

Prior Course Information		# of credits	Course Grade	Name of Prior Institution	Date Completed (MM/YYYY)	Requested NAIT Credit
Prior Course code & Number	Prior Course Title					NAIT Course Code

2. Credential Recognition is requested for the following:		Program Use Only		
List Previous Certificates, Diplomas or Degrees (Credential, Institution, Country)	Year Completed (MM/YYYY)	Credit Granted (Yes/No)	NAIT Courses granted	New ACAT Agreement needed (Yes/No)



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Student Name:						
Program/Department must check applicable requirements for this request. The requirements MUST be met in order for credit to be granted for Transfer Credit/Credential Recognition:						
Program Use Only	REQUIREMENTS					
	Course curriculum is an 80% match to the NAIT course outcomes	Has achieved grade of ____ or better in course presented for credit:	Course presented for credit must have been completed in the past ____ years	Requested Credit Granted:	Existing ACAT Agreement ?	New ACAT Agreement required ?
Requested NAIT Course Code	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No
NAIT Course Code:						
NAIT Course Code:						
NAIT Course Code:						
NAIT Course Code:						
NAIT Course Code:						
NAIT Course Code:						
NAIT Course Code:						
NAIT Course Code:						
NAIT Course Code:						
NAIT Course Code:						

Rationale/Comments:

\_\_\_\_\_Assessor Title/Signature\_\_\_\_\_Date Assessed

\_\_\_\_\_Program Leader (or Designate) Signature\_\_\_\_\_Date Approved

\*Retain request form and documents for 7 years.

Email sent to student confirming receipt of request ☐

Student Administration updated ☐ Date: \_\_\_\_\_Entered by: \_\_\_\_\_

Email sent to student confirming request has been processed ☐