Transfer Credits Application – Student Guide

How to apply for transfer credits

1. Once logged in to your MyNAIT portal, select the **Open Self Service** button on the right.


2. Select **Academic Records**

3. On the side panel, go to **Transfer Credit > Apply for Transfer Credits**. From the drop downs, select Academic Career (eg. Credit Program), and your Academic Program (eg. Interior Design Technology). Select **Go!**

Once these are selected, the application will open.
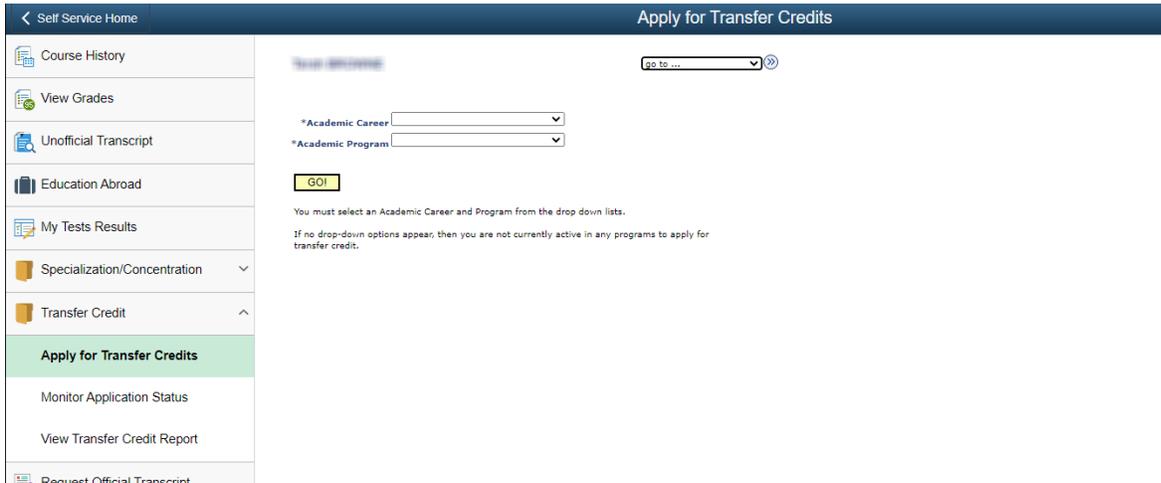
Important to note: *if you have an outstanding application that is currently in progress (you have not been admitted), you will <u>not</u> be able to start a transfer credit application for this program until you are fully admitted. You will receive a notice that looks like the bolded text below:*
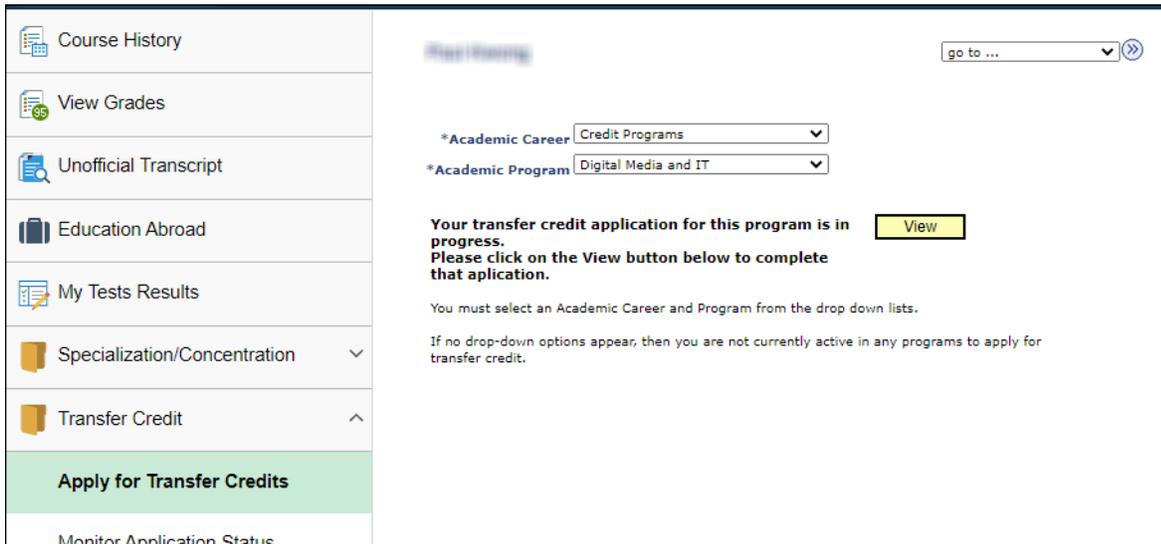
4. When the transfer credit application opens, you will see this **Step 1: Introduction** page.

   Please read this information thoroughly before starting the application. This section notes important considerations and requirements for the transfer credit application process.

   Once you have read the information, select **Next >** in the upper right.

   Application tip: In step 4 of the application, you will be required to upload the course outline or syllabus for each of the courses. You should have this information prepared and ready before completing this application.

5. The next section is **Step 2: Time Limit & Grade Requirements**. You will need to enter the time limit to complete the course or program and minimum mark.

   As instructed at the top of this page, you can find this information on your program page on nait.ca. Go to the "Courses and Advanced Credit" section and choose "Transfer Credit" to see the minimum grade and timeline you must have completed the course to be eligible for transfer credit.

   For example, on the Interior Design Technology program page, the advanced credit requirements are:

When checking the program page, if you completed a course <u>outside</u> this timeframe or do not meet the required minimum grade, **you will not be eligible for transfer credits.**

If you meet the minimum grade and shelf-life requirement, please populate the fields with the information on the program page. In this Interior Design Technology example, a student would list '7' as the years within the first field; and a 'C' as the minimum mark in the second.

Once inputted, read the acknowledgement statement and **check the box**, select **Save** then **Next**.

Please note that this step 2 is not applicable for students in a non-credit program, such as academic upgrading or continued education course.

6. In **Step 3: Prior Course Information**, you will need to enter the information about the course(s) that you have completed and list the course(s) you're seeking transfer credits for. Use the legend to help you determine what is required for each course.

   If you have more than one course you would like transfer credits for, select the + to add an additional line.

   Once all your courses have been listed, select **Save** then **Next**.

7. Once you have inputted your course information, you will move to **Step 4: Supporting Documents** where you will need to upload the course outlines or syllabi for <u>all</u> the courses you listed within Step 3. To add an additional upload row, simply select the +.

   If you're unsure what to type in the *File Description* field, you can just put the course name. For example, "BUS 101 course outline."

   After all course outlines/syllabi have been uploaded, select **Save** then **Next**.

8. In **Step 5: Acknowledgement**, you will need to read the statements carefully. If you agree/acknowledge the statements, you can **check the box**, select **Save**.

9. Next you will need to pay the transfer application fee. To pay the fee, select **Pay Fee**.

   This fee must be paid within 7 calendar days. If you do not pay within this timeline, your transfer credit application will be cancelled, and you will need to start the process from the beginning.

1 Introduction Visited	**Payment Instructions** The transfer credit application fee **must be paid within 7 calendar days** to avoid cancellation

2 **Time Limit & Grade Requirements**
Complete
	To make payment, please read all the following steps **before** you begin.
	   1. Keep this application page open while you pay.
	   2. Click the **Pay Fee** box, and a new payment page will open.
	      1. If a new page does NOT open, **disable your browser's pop-up blocker and try again.**

3 **Prior Course Information** Complete	2. Complete the payment steps 3. Once you've paid the fees, close the Make a Payment page, and return to this transfer credit application page
4 **Supporting Documents** Complete	3. Click **Check if Payment Completed** box to confirm that your payment was processed 4. Click Next to proceed to the **next** step to **submit** your transfer credit request.
5 Acknowledgement Complete	**Note: The $100 application fee is not refundable** More information regarding fees and refunds can be found here.
6 **Payment** In Progress	[Pay Fee] [Check if Payment Completed]
7 **Submit** Not Started	

   Please note that there is no fee required if you are completing a transfer credit request for a NAIT course to another NAIT course (internal transfer credit). This means this payment window will not appear. Instead, skip to step 11.

10. After selecting Pay Fee, a new payment window (tab) will open. If the new window does not open, please disable your browser's pop-up blocker and try again.

Simply follow the steps within the payment window.

Once you have submitted your payment, you can close this window and **return to the transfer credit application**. This is an important step as you <u>must</u> **Submit** your application.

Please note that payment is <u>not</u> your final step. See step 11.

11. **IMPORTANT:** The final step of the transfer credit application is to **Submit** your application so it can be processed by NAIT.

If you do <u>not</u> hit the submit button, your application will not be received by NAIT and will stay in the application stage (even if you paid the application fee).

12. After you have submitted your form, there is no further action for you to take. At this point, you will be directed back to the Course History section of Academic Records.

To verify that your application was submitted, view the next section of this guide.

Monitoring your transfer credit application

1. In the same section of Self Service, select **Monitor Application Status**.

2. Here you can view:
   - The date you submitted your transfer credit application
   - Your current application status

   When you first submit your application, your application status will state:
   "Received (Transfer credit received. You should see an update on this page within 2 weeks.)"

3. Once NAIT begins processing your application, your application status will change to:
   "In Progress (We're reviewing and processing your application. Please refer to the status of each course below for more information.)"

   Use the listing of courses to view the status of each of your courses (eg. approved, pending review, etc).