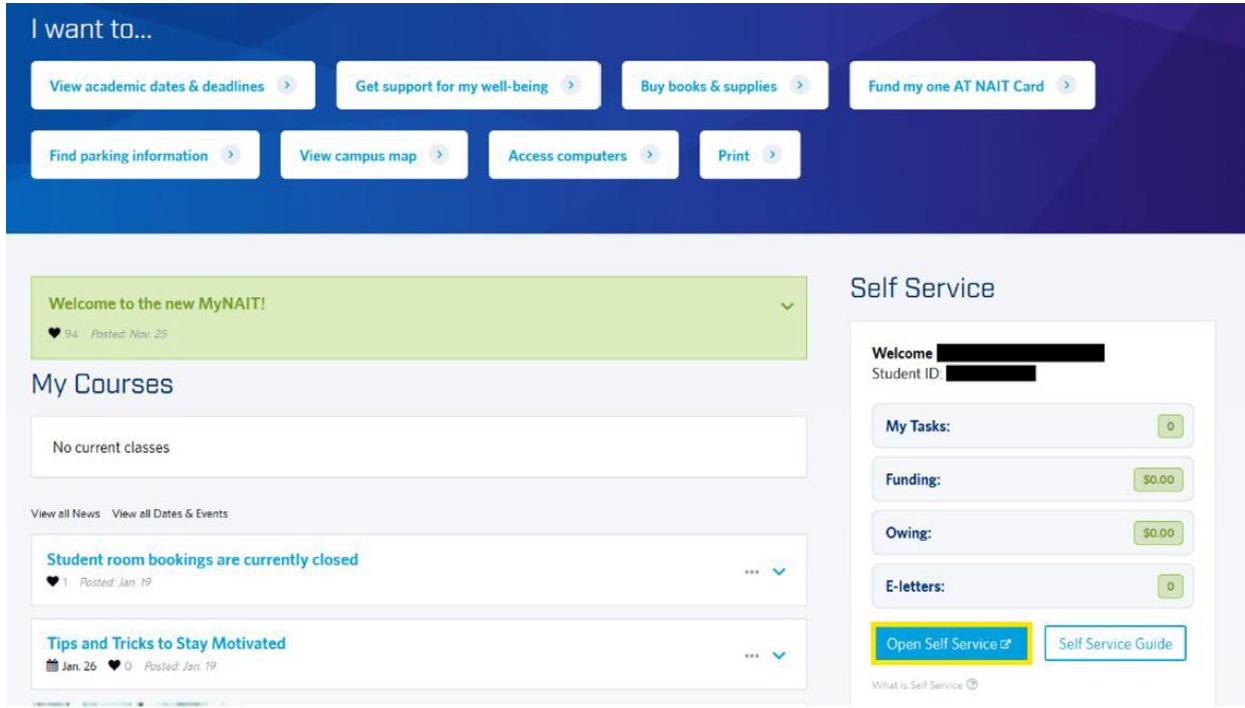


Transfer Credits Application – Student Guide

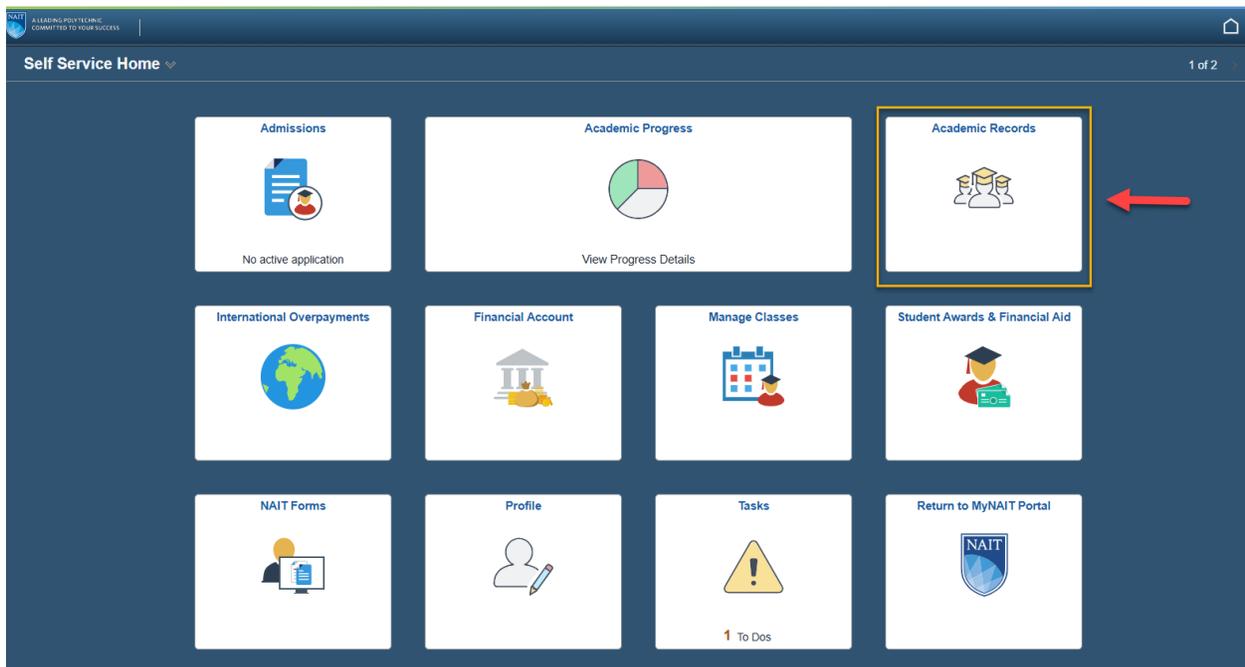
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How to apply for transfer credits

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



2. Select **Academic Records**



- 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 not 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.*

Step 1 of 7: Introduction
Transfer Credit Application

Welcome to the NAIT Transfer Credit application.

Please note that transfer credits can only be granted for credit courses completed at an accredited institution. If you want to apply for credits based on your work experience, non-credit courses, or professional certification and training, please refer to the [Prior Learning Assessment and Recognition process](#).

Before you apply for transfer credits, please make sure you have **completed** the following:

- Ensure your course was a credit course:** Transfer credits can only be granted for credit courses completed through an accredited program and institution. Continuing Education courses, courses completed through professional associations, or unaccredited training institutes are **not** eligible for transfer credits; instead, please refer to the [Prior Learning Assessment and Recognition \(PLAR\) process](#).
- Pay your tuition deposit:** If you're applying for transfer credits in a NAIT credit program, you must be accepted into the program and pay your tuition deposit before you can apply for transfer credits. Please note that transfer credits can only be used to satisfy up to 50% of your program requirements at NAIT.
- Determine the NAIT courses that match your courses.** The curriculum of the original course must be a minimum of an 80% match to NAIT course outcomes.
 - You can check [Transfer Alberta](#) to see which courses at NAIT are equivalent to your previous courses.
 - If you cannot find a match on Transfer Alberta, please review the course outlines of the courses you're required to take in your program at NAIT to determine the best possible fit. To do this, visit your program page, select
- Gather the course outlines/syllabi.** Please contact the institution or program where you completed the courses to request a detailed course outline or syllabus of the year that you completed the course. The course outlines/syllabi should include information such as the course learning outcomes, assessment methods, grading rubrics, etc. This information is essential for NAIT to evaluate the transfer credits.
- Submit your official transcript to NAIT, if applicable.** If you haven't already submitted an official transcript for the courses that you're requesting transfer credit for, please submit your official transcript. Information on how to submit an official transcript is available on the [Submitting Documents](#) page.

Once you have completed these five steps, please click **Next** to start your transfer credit application. Please note that you have 7 calendar days to complete the application, including paying any applicable fees. If your application is not completed within 7 days, the application will be cancelled.

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:

Advanced Credit

You may apply for advanced credit once you have been accepted into the program. Advanced credit can be Transfer Credit (for completed post-secondary courses) or PLAR (Prior Learning Assessment and Recognition).

Transfer Credit

In addition to the common guidelines outlined on the [Transfer and Credit Options section](#) and on the [Transfer Credit Request Form \(PDF\)](#), your program has other advanced credit requirements that are applied to each request including:

- You must have completed the course or program no more than 7 year(s) ago unless a formalized articulation agreement is in place
- You must have a minimum mark of C in the course(s) or program

When checking the program page, if you completed a course outside 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.

The screenshot shows a web form with a sidebar on the left containing seven steps: 1. Introduction (Visited), 2. Time Limit & Grade Requirements (Complete), 3. Prior Course Information (Not Started), 4. Supporting Documents (Not Started), 5. Acknowledgement (Not Started), 6. Payment (Not Started), and 7. Submit (Not Started). The main content area is titled 'Time Limit & Grade Requirements' and contains the following text: 'To ensure that all NAIT graduates have relevant and current knowledge for their industry of practice, each program at NAIT sets a time limit for how long a course will be recognized for potential granting of transfer credit after being completed. This is referred to as the "shelf-life" of the course. For example, if your program has a shelf-life requirement of 7 years, that means only courses completed within the last 7 years are eligible for transfer credits. Additionally, each program also specifies a minimum grade that you must achieve in a course to qualify for transfer credits. For example, if your program has a minimum grade requirement of C-, you must achieve a grade of C- or higher in the course to receive transfer credits. Go to your program page on nait.ca, select "Courses and Advanced Credit" and choose "Transfer Credit" to see the minimum grade and timeline that you must have completed the course to be eligible for transfer credits. Enter the information you see on your program page in the boxes below to proceed with the application. Number of years in which you must have completed the course or program unless a formalized articulation agreement is in place: [7]. Minimum mark you must have in the course or program: [C]. There is a checkbox labeled 'I confirm that the courses I have completed meet the required minimum grade and shelf-life requirement for transfer credit.' which is checked. A 'Save' button is at the bottom.

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. Bachelor of Business Administration students applying for transfer credits for Auxiliary courses should also follow the codes listed.

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**.

1 Introduction
Visited

2 Time Limit & Grade Requirements
Complete

3 Prior Course Information
In Progress

4 Supporting Documents
Not Started

5 Acknowledgement
Not Started

6 Payment
Not Started

7 Submit
Not Started

Prior Course Information

Please enter the information about the course(s) that you have completed and which course(s) at NAIT you're seeking transfer credits for. The information for the incoming courses that you had completed should match the information on your official transcript from the original institution.

Please use one line per incoming course and click the + button to add a new line. For example, if you're using two incoming courses to request transfer credit for one course at NAIT, please use two lines, one for each of the courses and repeat the NAIT course code on both lines.

Note: A maximum of four (4) incoming courses can be used towards one (1) NAIT course.

Legend

Course Code: The course code and number at the institution where you completed that course. For example: ECON101

Course Title: The title of the course at the institution where you completed that course. For example: Intro to Economics

Institution: If you completed the course at an Alberta institution, please select the name of the institution from the drop-down menu. If you completed the course outside of Alberta, please select Other and enter the full institution name (for example: University of British Columbia) in the Institution Name field.

Institution Name: Only use this field if the institution is outside of Alberta. Please enter the full institution name (For example: University of British Columbia).

of Credits: The number of credits you received for completing the course at the original institution. For example: 3.

Grade: The grade that you received for the course at the original institution. For example: A- or 82

Completion Term: The term that you completed the course at the original institution. For example: Winter 2018.

Completion month	Completion term
September - December	Fall
January - April	Winter
May - June	Spring
July - August	Summer

NAIT Course Code: The code and number for the NAIT course that you're seeking transfer credits for. For example: ECON110.

- Bachelor of Business Administration students requesting transfer credit for an Auxiliary requirement must select the ASJB code that matches the year level of the course completed at the other institution.

1st year: ASJB1X20, ASJB1Y21
2nd year: ASJB2X20, ASJB2Y21
3rd year: ASJB3X20, ASJB3Y21
4th year: ASJB4X20, ASJB4Y21

Sequence	*Course Code (e.g. ECON101)	*Course Title (e.g. Intro to Economics)	*Institution	Institution Name	# of Credits (e.g. 3)	*Grade (e.g. A- or 82)	*Completion Term (e.g. Winter 2018)	*NAIT Course Code (e.g. ECON110)
1								

First (1) of 1 Last

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 all 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**.

1 Introduction
Visited

2 Time Limit & Grade Requirements
Complete

3 Prior Course Information
Complete

4 Supporting Documents
In Progress

5 Acknowledgement
Not Started

6 Payment
Not Started

7 Submit
Not Started

Course Attachments

To evaluate a course for possible transfer credits, NAIT needs to review the course's outline or syllabus. Please upload the course outlines or syllabi for all of the courses you listed on the previous page here. Your request for transfer credits will be denied if we do not have the appropriate outline or syllabus.

The course outline or syllabus must include the following information:

- Course description
- Course learning outcomes
- Information about assignments and assessment methods
- Grading rubrics
- Lecture and/or lab hours

You can contact the institution where you completed the course to obtain the outline or syllabus for the course in the year that you completed the course. For example, if you completed ECON101 from MacEwan University in Winter 2018, you can contact MacEwan University to request the syllabus for ECON101 in Winter 2018.

Note: the maximum file size for each document is 29 MB. For your documents to upload successfully, please ensure each document is under this file size limit.

Courses Find First 1 of 1 Last

Course Code & Title BUSN101 Intro to Accounting Seq 1

Attached Documents				
Doc #	*File Description	Date	Attached File	Add
1				Add <input type="button" value="+"/>

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**.

1 Introduction Visited	<p>Acknowledgement</p> <p>Please read the following statements carefully and check the box once you have read and understood the statements.</p> <ul style="list-style-type: none"> • I confirm that the information I have entered on this application is accurate. • I have submitted all required official transcripts and uploaded the required course outlines/syllabi. • I understand that I cannot edit my application after I complete this step. If a transfer decision cannot be made because I have not submitted the required information or documents, my transfer credit application will be denied. • I understand that the transfer credit application fee is non-refundable. <p><input type="checkbox"/> I acknowledge that I have read and understood the above statements and ready to proceed with the application.</p> <p style="text-align: center;"><input type="button" value="Save"/></p>
2 Time Limit & Grade Requirements Complete	
3 Prior Course Information Complete	
4 Supporting Documents Complete	
5 Acknowledgement In Progress	
6 Payment Not Started	
7 Submit Not Started	

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	<p>Payment Instructions</p> <p>The transfer credit application fee must be paid within 7 calendar days to avoid cancellation</p> <p>To make payment, please read all the following steps before you begin.</p> <ol style="list-style-type: none"> 1. Keep this application page open while you pay. 2. Click the Pay Fee box, and a new payment page will open. <ol style="list-style-type: none"> 1. If a new page does NOT open, disable your browser's pop-up blocker and try again. 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 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. <p>Note: The \$100 application fee is not refundable</p> <p>More information regarding fees and refunds can be found here.</p> <p style="text-align: center;"> <input type="button" value="Pay Fee"/> <input type="button" value="Check if Payment Completed"/> </p>
2 Time Limit & Grade Requirements Complete	
3 Prior Course Information Complete	
4 Supporting Documents Complete	
5 Acknowledgement Complete	
6 Payment In Progress	
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.

The screenshot shows a web interface titled "Make a Payment". On the left is a progress bar with six steps: 1. Select Payment Method (In Progress), 2. Specify Payment Amount (Not Started), 3. Confirm Payment Amount (Not Started), 4. Third Party Page (Not Started), 5. Submit Payment (Not Started), and 6. Payment Result (Not Started). The main content area is titled "Step 1 of 6: Select Payment Method" and includes a "Confirm" button in the top right. Below the title, there is instructional text: "Before you choose your method of payment, please read the following:" followed by five numbered instructions. Two payment options are listed: "Credit Card" (selected with a radio button) and "Debit Card (Visa Debit / Debit MasterCard)". Under "Credit Card", there are logos for VISA and MasterCard. Under "Debit Card", there are logos for VISA DEBIT and a MasterCard Debit card.

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 **must Submit your application**.

Please note that payment is not 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 **not** 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).

The screenshot shows a web interface for the "Submit" step of a transfer credit application. On the left is a progress bar with seven steps: 1. Introduction (Visited), 2. Time Limit & Grade Requirements (Complete), 3. Prior Course Information (Complete), 4. Supporting Documents (Complete), 5. Acknowledgement (Complete), 6. Payment (Complete), and 7. Submit (In Progress). The main content area is titled "Step 7 of 7: Submit" and includes a "Previous" button and a "Submit" button in the top right. Below the title, there is instructional text: "Please select the 'Submit' button to send your transfer credit application in for processing. NAIT will not receive your application until you select submit. It may take up to 5 weeks for your transfer credit application to be processed. You can monitor the status of your application on the Transfer Credit Application Status Page, which can be accessed via the Academic Records file in Self-Service. If you are currently enrolled in courses that you're requesting transfer credits for, you can remain enrolled in the classes to secure your spot while you wait for the transfer decision. Please note that tuition will not be refunded if you withdraw from your classes after 12% of the courses have passed." A red arrow points to the "Submit" button.

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.)”

The screenshot shows the 'Monitor Application Status' page in a self-service portal. The page header includes 'Self Service Home' and 'Monitor Application Status'. A left-hand navigation menu lists various options, with 'Monitor Application Status' highlighted in green. The main content area displays the following information:

- Student ID: [REDACTED]
- Application Number: [REDACTED]
- Application Date: 05/24/2022
- Application Status: Received (Transfer credit application received. You should see an update on this page within 2 weeks.)
- Application Notes: [REDACTED]

Below this information is a table with 2 rows, showing the status of individual courses:

Course Code	Course Title	NAIT Course Code	Status	Continue
1 BUSN101	Intro to Accounting	ACCT1115	()	>
2 MAR123	Marketing	MARK1115	()	>

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).

The screenshot shows the 'Monitor Application Status' page in a self-service portal, similar to the previous one but with an updated status. The page header and navigation menu are the same. The main content area displays the following information:

- Student ID: [REDACTED]
- Application Number: [REDACTED]
- Application Date: 05/24/2022
- Application Status: In Progress (We’re reviewing and processing your application. Please refer to the status for each course below for more information.)
- Application Notes: [REDACTED]

Below this information is a table with 2 rows, showing the status of individual courses:

Course Code	Course Title	NAIT Course Code	Status	Continue
1 BUSN101	Intro to Accounting	ACCT1115	Approved (Transfer credit granted based on an existing transfer decision. Transfer credits will be posted to your record within 2 weeks.)	>
2 MAR123	Marketing	MARK1115	Pending Review (Your request has been sent to the Program for assessment to determine eligibility and you will be notified when a decision has been made.)	>