



## Transfer Credit Application and Assessment Fee Payment

Transfer Credits are processed for students who have completed postsecondary studies. The processing time is approximately four weeks for domestic requests and up to eight weeks for international requests. Complete the enclosed forms and return them with the \$30.00 processing fee and course outlines for non-U of T courses immediately and no later than June 30, to the Faculty of Kinesiology & Physical Education.

**Do not mail cash. We do not accept cheques**

### Methods of Payment

VISA                       MASTERCARD                       American Express                       CASH/INTERAC (in person)

### **By mail (only if paying by VISA, MasterCard or American Express)**

The Registrar's Office, Faculty of Kinesiology & Physical Education, University of Toronto, 55 Harbord Street, Toronto, Ontario, M5S 2W6

### **By Fax (only if paying by VISA, MasterCard or American Express) 416-971-2118**

Make sure you fax both forms. Pages for course outlines included with the fax must be clearly numbered in sequence order.

### **In person**

At the Registrar's Office, BN110, (enter via 320 Huron Street) Monday to Thursday 8:30 a.m. to 12 p.m. & 1:30 to 4:30 p.m., Fridays 8:30 a.m. to 12 p.m. or when closed, submit to the Main Office, (Membership Services), Room 1043 Warren Stevens Building (entrance via Classic Ave or Harbord Street) Mon.-Fri. 8 a.m. to 8 p.m., Sat. and Sun. 9 a.m. to 5 p.m.

Assessments are usually communicated by email; please provide an active email address on this form and send us an update if it changes. Also provide us with an updated cell number and mailing address, if they change after this form is submitted.

Student's Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_ Cell phone/Pager: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you wish to pay by credit card, you must authorize the Faculty of Kinesiology and Physical Education to debit your card. Please fill in the following information.**

\*\*I authorize the Faculty of Kinesiology and Physical Education, University of Toronto to debit my VISA, MasterCard or American Express account in the amount of \$30.00 Canadian only\*\*

CARD NUMBER: \_\_\_\_\_ circle the type: VISA CARD/MASTERCARD/AM. EX.

EXPIRY DATE: as written on the card \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

I am requesting transfer credit(s) for the following course(s):

Transfer credit will not be processed for any non-UofT course for which complete course outlines have not been received.

<b>Previously completed post-secondary course(s):</b>			<b>Result of Request</b> <i>For KPE faculty/ staff use only</i>	
<b>Course Number</b>	<b>Course Title</b>	<b>Name of Institution Course Completed</b>	<b>Course Equivalent Granted</b>	<b>Evaluated by:</b>

----- *for office use only* -----

Date received: \_\_\_\_\_

Processed by: \_\_\_\_\_

*Transfer credit request form/groups/admissions/forms/*