

Form to request Transfer Credits for engineering courses

The request must be submitted to genequiv@uOttawa.ca

Before submitting your form, please make sure that your request is complete and that you meet all eligibility criteria.

One form per institution.

For more information, please refer to our website:

<https://www.uottawa.ca/faculty-engineering/undergraduate-studies/office/transfer-credits-request>

Eligibility criteria

To submit your Transfer Credits Request, you must

- Have accepted your offer of admission to the University of Ottawa
- Have successfully completed the courses for which you are seeking transfer credits
- Provide a detailed course description and/or syllabus for the courses for which you are seeking transfer credits, dated from the term you took the course
- Submit a copy of your transcript containing the final grades from the courses for which you are seeking transfer credits
- Have taken the courses for which you are requesting transfer credits within the last 7 years.

1. Personal criterial

FULL NAME	STUDENT NUMBER 	
PROGRAM OF STUDY AT THE UNIVERSITY OF OTTAWA		
NAME OF INSTITUTION WHERE COURSES WERE TAKEN:	CANADIAN INSTITUTION	INTERNATIONAL INSTITUTION

Faculty of Engineering

800 King Edward Avenue, Ottawa (Ontario), Canada, K1N 6N5

Telephone Number: 613-562-5918

uottawa.ca/faculty-engineering



2. Course equivalency information

In order to receive transfer credits for engineering courses at the University of Ottawa, the course must be taught by a practicing engineer (P.Eng.) according to the laws of the country. To evaluate your request, please make sure to provide the member number of the professor who taught the course. Contact the professor directly or the institution to obtain this information.

For courses taken in Canada, consult Engineers Canada: engineerscanada.ca.

For courses taken in Quebec, please consult l'ordre des ingénieurs du Québec : www.oiq.qc.ca/en/

Course code	Professor's P. Eng. License link	Year the course was completed	Hours per week - LABs	uOttawa equivalent course code

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3. Supporting document(s)

<p>Please note that you must attach a detailed copy of the course description/syllabus. If applicable, it must include laboratory information.</p> <ul style="list-style-type: none"> Include the detailed course description / syllabus (institution website link accepted) Provide a transcript with the final grade obtained. <p>Important: The course outline / syllabus must be from the year you have completed the course.</p>	<input type="checkbox"/> TRANSCRIPT <input type="checkbox"/> COURSE DESCRIPTION <input type="checkbox"/> COURSE SYLLABUS
<p>Weblink(s):</p>	

4. Terms and conditions

By submitting an advanced standing request, you understand, acknowledge and agree to the following:

I understand that I must provide a complete transfer credits request form containing course syllabi. Any incomplete requests will be automatically refused.

To receive your degree, you must complete more than half the credits for your program at the University of Ottawa. We can only grant you transfer credits for less than half the credits you require for your degree.

Notice of Collection of Personal Information: In accordance with the Freedom of Information and Protection of Privacy Act of Ontario and with University Policy 90, your personal information is collected under the authority of the University of Ottawa Act, 1965.

Student's signature: _____

Date :

DAY	MONTH	YEAR	

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