HOW TO
APPLY FOR A DEGREE TRANSFER

This is a step-by-step guide explaining how to apply for a transfer in order to change your degree using your new self-serve portal.
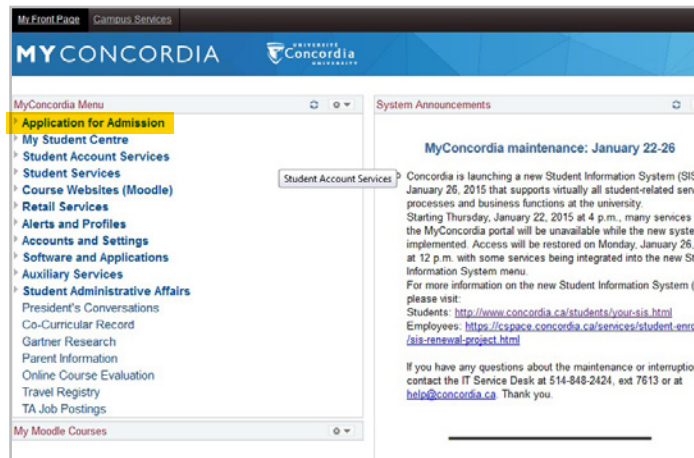
Begin by logging into MyConcordia Portal. Once logged in, click the link entitled "**Application for Admission**" located on the upper left-hand side of the screen. Next, click on "**Application for Admission**". Next, click on "**Admission Application**". Click "**Start New Application**".

Select "**Concordia Undergraduate Degree Transfer**" and click "**Next Step**". Use the drop-down option and select the term you wish to apply for and click "**Next Step**". Click "**Search by Subject**" to select an academic program and plan. Select your desired subject from the drop-down menu and then click "**Search by Subject**" to view all the available programs. Select the program you want from the list. The Program and Plan information that you selected will be

completed on the application screen. You can scroll down and select up to three degrees that you would like to transfer into. When finished, click "**Next Step**". Scroll down and check "**I agree to the Term and Conditions**" and then click "**Submit**". You have successfully applied for a change of degree.
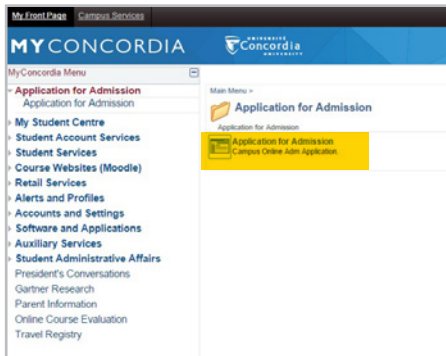
1a

> Log into the MyConcordia Portal. Once logged in, click the link entitled "**Application for Admission**" located on the upper left-hand side of the screen.
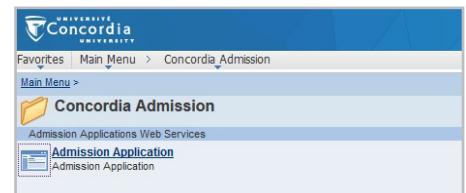

1b

> Click "**Application for Admission**".

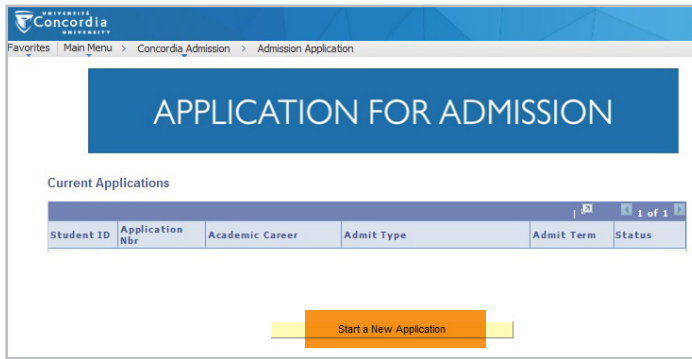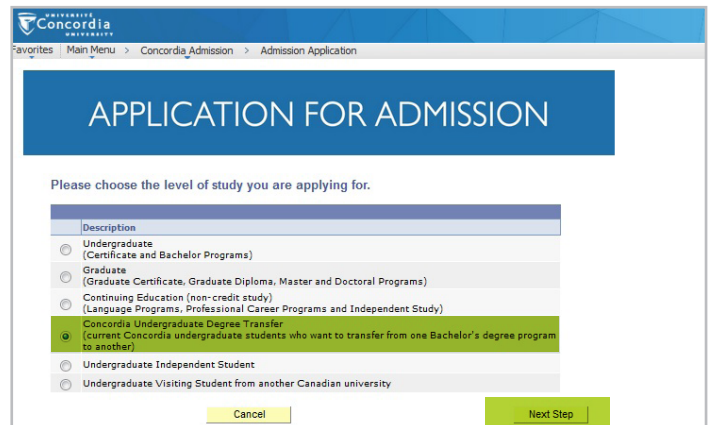*NOTE: You may need to allow pop-ups in your internet browser for the link to work.*

1c

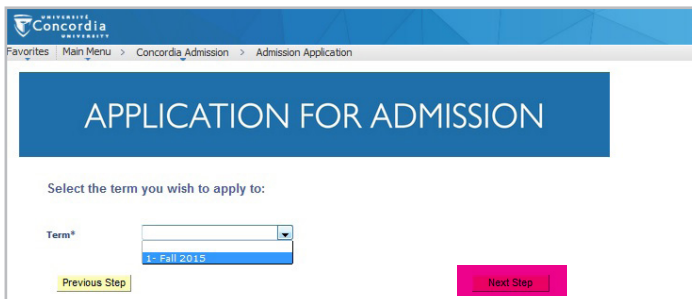> Click on "**Admission Application**".

2

> You will now see the '**Application for Admission**' screen. Click ''**Start New Application**''

APPLICATION FOR ADMISSION

Current Applications

Student ID	Application Nbr	Academic Career	Admit Type	Admit Term	Status

1 of 1

Start a New Application

3

> Select ''**Concordia Undergraduate Degree Transfer**'' and click ''**Next Step**''

APPLICATION FOR ADMISSION

Please choose the level of study you are applying for.

Description
Undergraduate (Certificate and Bachelor Programs)
Graduate (Graduate Certificate, Graduate Diploma, Master and Doctoral Programs)
Continuing Education (non-credit study) (Language Programs, Professional Career Programs and Independent Study)
Concordia Undergraduate Degree Transfer (current Concordia undergraduate students who want to transfer from one Bachelor's degree program to another)
Undergraduate Independent Student
Undergraduate Visiting Student from another Canadian university

Cancel   Next Step

4

> Use the drop-down option and select the term you wish to apply for and click ''**Next Step**''

APPLICATION FOR ADMISSION

Select the term you wish to apply to:

Term*   [1- Fall 2015]

Previous Step   Next Step

5a

> Click "**Search by Subject**" to select Academic Program and Plan.

5b

> Select your desired subject from the drop-down menu and then click "**Search by Subject**" to view all the available programs

5c

> Select the program you want from the list

5d

> The Program and Plan information that you selected will be completed on the application screen. You can scroll down and select up to three degrees that you would like to transfer into. When finished, click "**Next Step**".

6

> Scroll down and view the Terms and Conditions in a pop-up window by clicking on "**Terms and Conditions**". Select "**I agree to the Terms and Conditions**" and then click "**Submit**"

7

> You should receive a message to state that your application was successfully submitted.

concordia.ca/your-SIS