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.
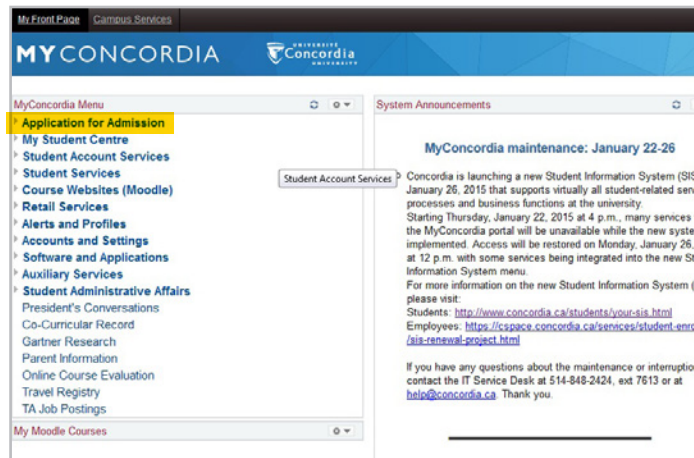
1b

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

NOTE: You may need to allow pop-ups in your internet browser for the link to work.
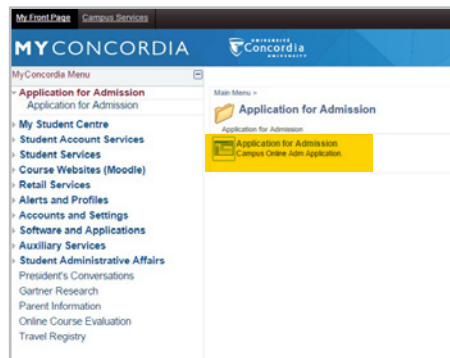
1c

> Click on "**Admission Application**".
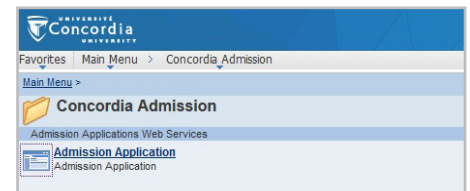
2

> You will now see the 'Application for Admission' screen. Click "Start New Application"
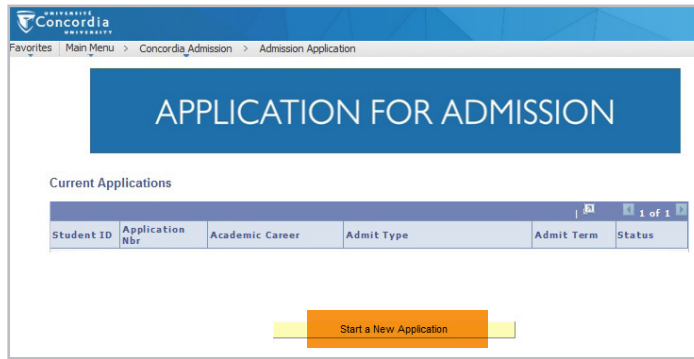
3

> Select "Concordia Undergraduate Degree Transfer" and click "Next Step"
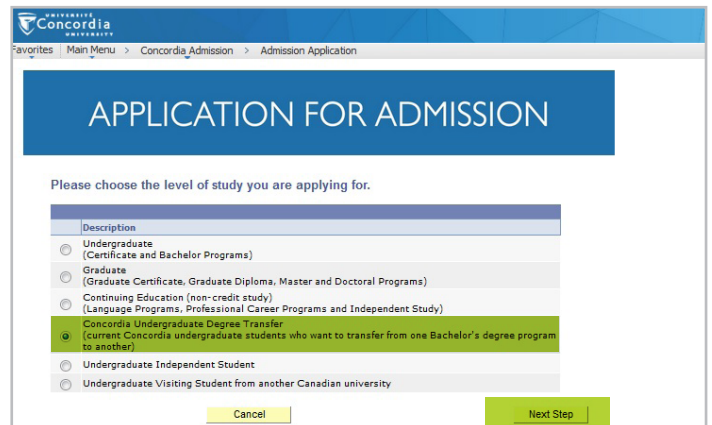
4

> Use the drop-down option and select the term you wish to apply for and click "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**".

INTERNAL TRANSFER APPLICATION

Application Type: Internal Transfer   Applying for: Fall 2015

Please do not use your browser's Back button to navigate through the application. Use the Previous and Next Step buttons to move between sections. If you leave your application open with no activity for more than 20 minutes, you will be automatically signed out to protect your privacy. Click the Save and Exit button if you need to leave your application.

Click "Search by subject" to select an Academic Program and Plan.

Academic Program is the type of degree (for example, Bachelor of Science) and Academic Plan is the subject (for example, Biology).

You must select an Academic Program that is different from your current program. For example, if you are currently enrolled in a Bachelor of Arts (BA) program, you do not need to apply for a degree transfer to switch to a different BA program. However, you do need to complete this application to apply to transfer to, e.g., a Bachelor of Fine Arts (BFA) or Bachelor of Engineering (BEng) program.

Choose up to three Bachelor's degree programs.
- Indicate your program choices in order of preference. Your first choice should be your most preferred choice.
- If you are not admitted to your first choice, we automatically consider you for your next choice.
- Do not choose more than one plan in the same subject.
- If you apply to the Honours or Specialization and are not qualified, you will automatically be considered for the Major in the same subject.

First Choice

[Search by subject]

Academic Program*   [CERTU]

Academic Plan*   [BSTDUGJMCT]   Certificate Business Studies

Add a second Plan

Second Choice

[Search by subject]

Academic Program   [   ]

Academic Plan   [   ]

Add a second Plan

Third Choice

[Search by subject]

Academic Program   [   ]

Academic Plan   [   ]

Add a second Plan

[Cancel] [Save and Exit]   [Next Step]

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> 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**"

Release of Information

Is there any person whom you authorize to make enquiries to Concordia University on your behalf (a family member, friend, consular official, school counsellor, etc.). If yes, please specify here:

Name   [   ]

Relationship   [   ]

Additional Information

☐ I am interested in speaking to someone about financial planning while at Concordia.

Application Fee

The system will ask you to pay your fee before submitting this application.

Please Note:

Your application for admission cannot be processed until you have paid the Application Fee of $40 (CAD). This non-refundable fee will not be counted towards tuition fees and is only applicable to the specific term and year to which you have applied for admission.

Terms And Conditions

Please click the following button to read the Terms and Conditions before submitting the application. Make sure your browser allows pop-up windows.

[Terms and Conditions]

☑ I agree to the Terms and Conditions.

[Previous Step]   [Cancel] [Save and Exit]   [Submit]

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

APPLICATION FOR ADMISSION

Current Applications

Student ID	Application Nbr	Academic Career	Admit Type
	04014728	Undergraduate	Internal Transfer
41000385	04014562	Graduate	New GRAD Applicant
41000385	04014561	Undergraduate	CEGEP Student
41000385	04014557	Undergraduate	

Message
Your application has been successfully submitted. (0,0)
[OK]

[Start a New Application]