

Office of the Registrar

3377 Bayview Avenue, Toronto, ON M2M 3S4

Tel: 416.226.6620 ext. 6711 • Fax: 416.226.4210

 Email: registration@tyndale.ca • Webpage: www.tyndale.ca/registrar

Students may submit this Transfer Credit Request Form to apply for post-admission transfer credit from another accredited institution into a Tyndale degree program. If you are in your first semester and looking to obtain transfer credit, contact the Office of the Registrar directly as your request may be in process. If you have not yet taken the course for transfer credit, please fill out a Letter of Permission Request Form.

TRANSFER CREDIT INSTRUCTIONS:

1. Please submit the syllabi for all the below courses being evaluated.
2. Ensure an official transcript is sent to the Office of the Registrar (registration@tyndale.ca), if it is not already in your file.
3. Submit a \$25 processing fee with this request form.
4. Allow 2-3 weeks before you are notified of the results.
5. Read the official transfer credit policy in the current academic calendar.

Name: _____ Student ID: _____

Email: _____ Daytime Phone: _____

Program of Study: _____

Request to transfer to Tyndale:

Name of Course	Course Code	Name of School
1.		
2.		
3.		

Student Signature: _____ **Date:** _____

Yes, I verify that...

1. All necessary syllabi are attached; and
2. The official transcript(s) are:

 In My File Attached Being Sent to the Office of the Registrar

PAYMENT OPTIONS:
 Pay.Tyndale.ca

- a. Choose "Office of the Registrar" and click "Next".
- b. Complete the next page carefully and click "Pay". Notification will be sent to the Office of the Registrar once the payment is successfully made.

 Online Banking

- a. Add "Tyndale University" as a payee to your "bills" list. If it doesn't show up search for "Tyndale" and our full name will show up.
- b. The account number you need to enter will be your Student ID number. The bank requires a nine-digit account number. If your student ID number is only six digits, please add three zeros (000) in front of your student ID number (e.g., 000123456).
- c. Once payment is made please send a screenshot or proof of payment.

OFFICE OF THE REGISTRAR'S USE ONLY:

Date Received: _____

Paid: _____ Initials: _____

Approved by Registrar: _____

Date: _____