Transferring Your Dual Credit

**\*\*This is only for students going to a different college other than Georgian\*\***

If you have chosen a different college other than Georgian for post secondary, you will need to get your Dual Credit class(es) transferred to your new college. I would recommend waiting until you have paid your deposit or tuition fees for the other college before you start this process.

**Step 1** – Contact the college that you are going to and find out what their process is for transferring credits from other colleges. Sometimes there is a cost involved.

**Step 2** – Find out where to send the Georgian transcripts (this is the official record of courses that you took at Georgian).

**Step 3** – Fill out the form “Request for Transcripts” found on Georgian College’s website [How to order a transcript - Georgian College](https://www.georgiancollege.ca/admissions/transcript/). If you know your student login information, it is quicker to order it from the student portal (the instructions can be found in the link above). **It is recommended that you have the transcript sent directly to the college that you will be attending, so that they will consider it official.**

**Step 4** – Get a course outline for the Dual Credit(s) that you took. Some colleges will accept the syllabus, or the description online. If the college requires an official course outline, fill out the form “Request for Course Outlines” [office-of-the-registrar-request-for-course-outline-georgian-college.pdf (georgiancollege.ca)](https://www.georgiancollege.ca/wp-content/uploads/office-of-the-registrar-request-for-course-outline-georgian-college.pdf).