GEORGE BROWN POLYTECHNIC

Guide to Submitting Transfer Credit Application

Last Update: July 13, 2026
Office of the Registrar

Table of Contents

Step 1: Go to STU-VIEW and Log Into Your Account……**3**

Step 2: Transfer Credit – Online Transfer Credit Application…… ……**6**

Step 3: Submitting a Transfer Credit Application…… …..**8**

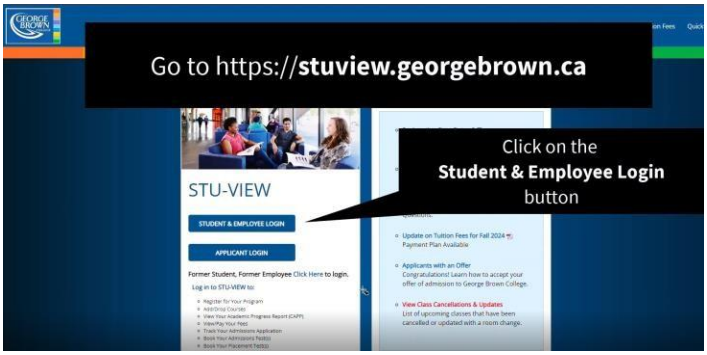
Step 4: Selecting Incoming Courses for Transfer Credit Consideration……..**11**

Step 5: Reviewing The Application(s) Before Submission……..**15**

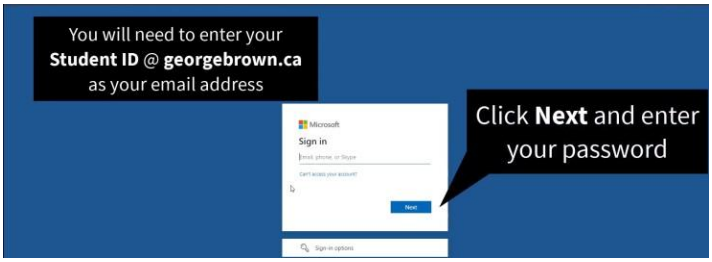
Step 6: After Application Submission……..**17**

Step 7: Your Academic Progress Report in Degree Works……**18**

1. **Go to STU-VIEW and log into your account:**



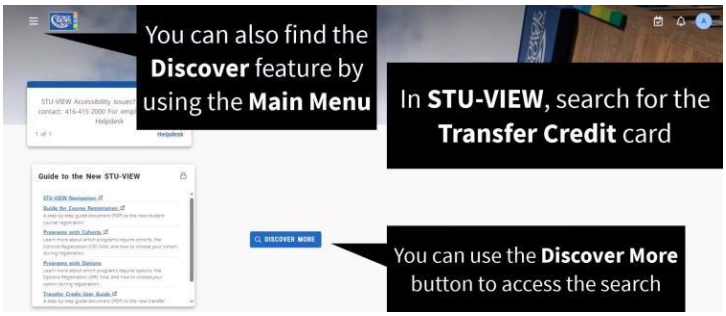
- You will be required to enter your Student ID @ georgebrown.ca as your email address:



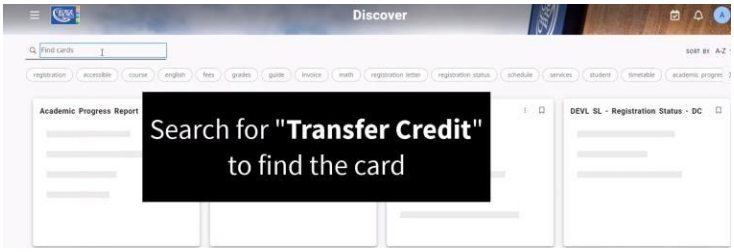
- Once you enter your password you may need to use **Multi-Factor-Authentication (MFA)** to continue:



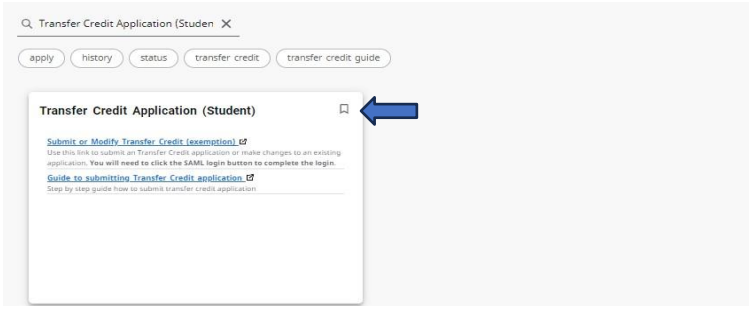
- Once you're logged into STU-VUEW, search for the Transfer Credit Card:



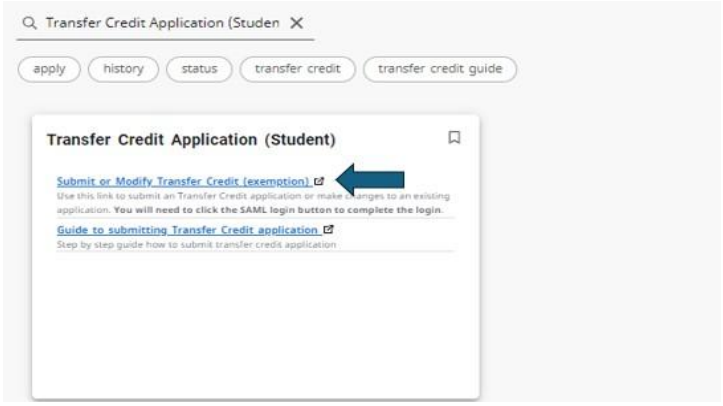
- Using the search bar type in "**Transfer Credit**" to find the card:

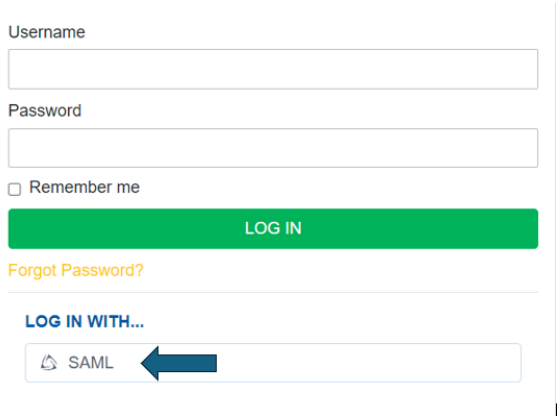


- If you would like to save the card to your STU-VIEW landing page click the bookmark icon in the top right corner:



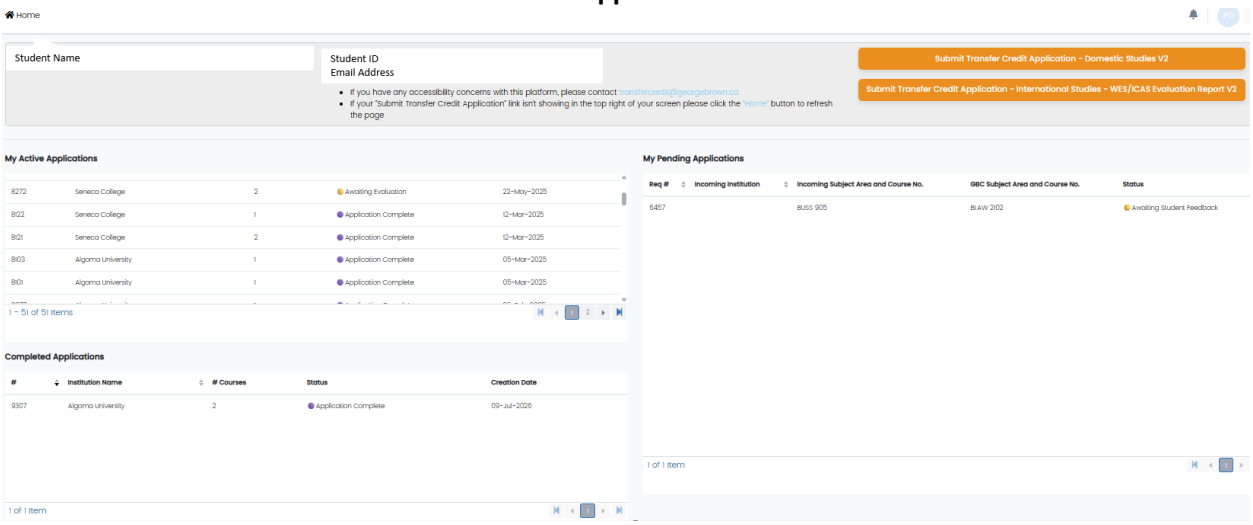
- Click the "**Submit or Modify Transfer Credit (exemption)**" link to open the online transfer credit application:



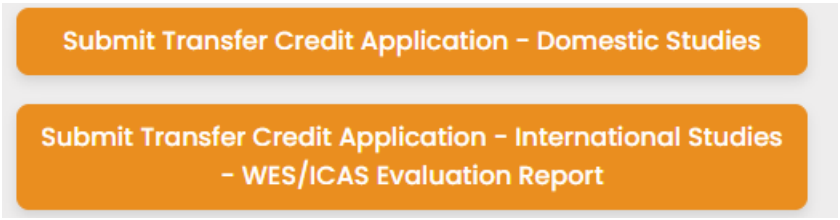


- You may be required to log into the application portal using **"SAML"**
- After clicking **SAML** please use your Student ID @ georgebrown.ca as your username and same password as you've used for STU-VIEW.

2. Transfer Credit – Online Transfer Credit Application



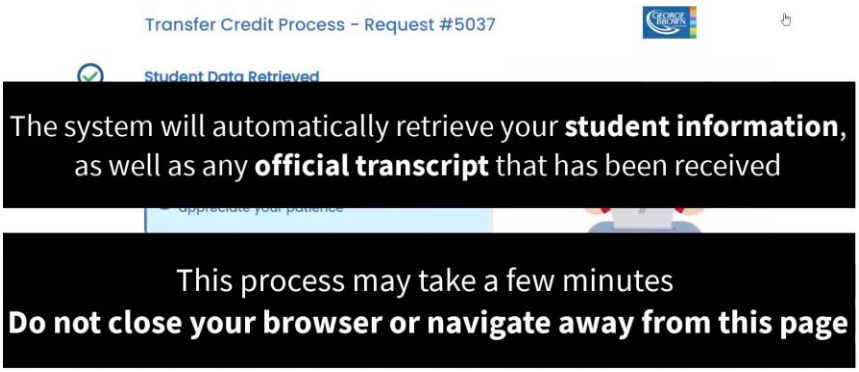
- This is the **Transfer Credit Application Home Page**
- The welcome area will show your name, student ID, and email address
- **My Active Applications** – Area will display any started, pending, and complete transfer credit applications that you have on your record.
- **My Pending Applications** – Area will show any pending tasks, such as uploading your course outline or providing more information if it is requested by the evaluator or the Transfer Credit Office.
- **Completed Applications** – Area will display completed applications where faculty evaluator has entered a formal decision.
- **Home –** You can click the home button to return to this dashboard anytime.
- **Submit Transfer Credit Application** – Click this button to begin a new application for Transfer Credit. **Note –** There are two application options:
    1. Students with previous domestic post-secondary education will click the **"Submit Transfer Credit Application – Domestic Students"** link.
    2. Students with previous international post-secondary education will click the **"Submit Transfer Credit Application – International Studies – WES/ICAS Evaluation Report"** link.



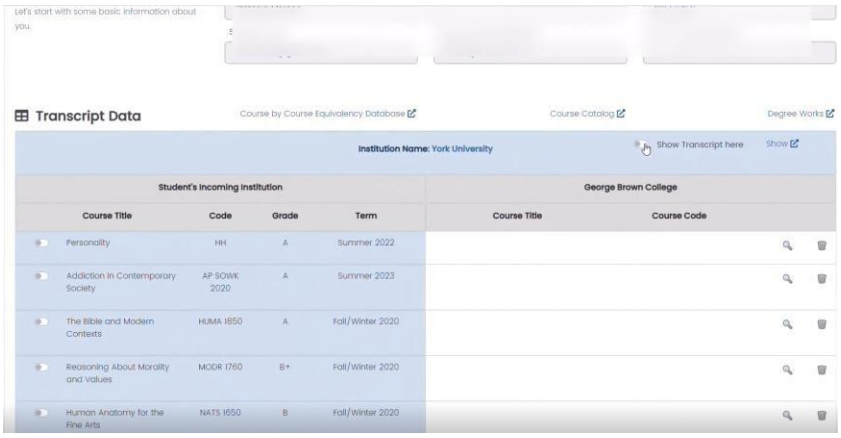
- **Please Remember – Students cannot upload their own transcripts;** to proceed with a new transfer credit application using courses from an external institution we will require an official copy of your transcript from the previous institution. For official transcripts we require them to be sent electronically to transfercredit@georgebrown.ca from the

students previous institution and/or a secure third party credential sending platform (i.e. mycreds or parchment). We cannot accept transcripts sent from a students personal/George Brown email address for transfer credits. If you have a WES/ICAS Evaluation report this may be submitted as a PDF attachment via email. Once received by our Transfer Credit Office you may submit your application request.

3. Submitting a Transfer Credit Application

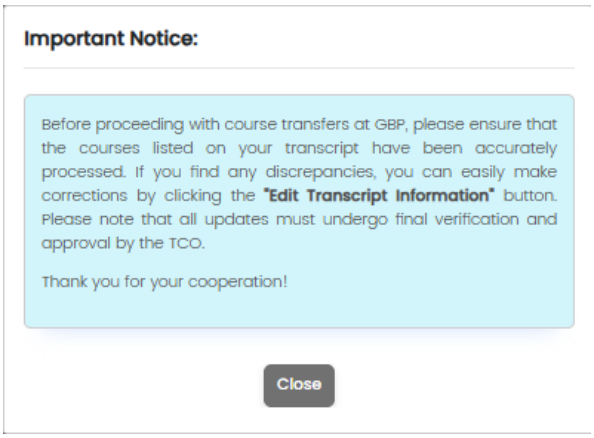


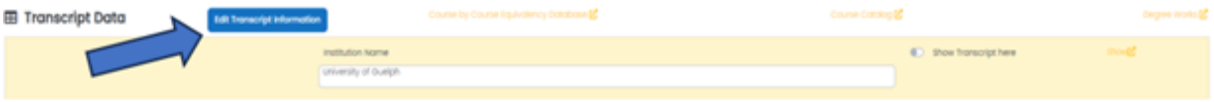
- Once you click **submit transfer credit application** the system will automatically retrieve your student information, as well as any official transcripts that have been received.
- This process may take a few minutes, **do not close your browser or navigate away from this page.**



- This is the **Transfer Credit Application Screen.**
- The profile section will have your personal information, such as student name, student ID, and email.
- **The Transcript Data section** will have your incoming transcript information. Course information is pulled from the transcript we have on file.
- **The George Brown Course section** will show the GBP course which you are applying for a transfer credit.
- **The Course by Course Database** link will allow you to search our database for any course combination that has already been evaluated at George Brown Polytechnic. Equivalent course matches may be found which you may submit as pre-approved transfer credits.

- **The Course Catalog** link will allow you to search for your program and the courses that need to be taken.
- **The Degree Works** link will provide your Academic Progress Report which is the most accurate and up to date record to see which courses you have completed, are in progress, or you have not started as part of your program requirements.
- If you've submitted your transcript **but still experience any technical issues,** please click on "Edit Transcript Information" as noted below:

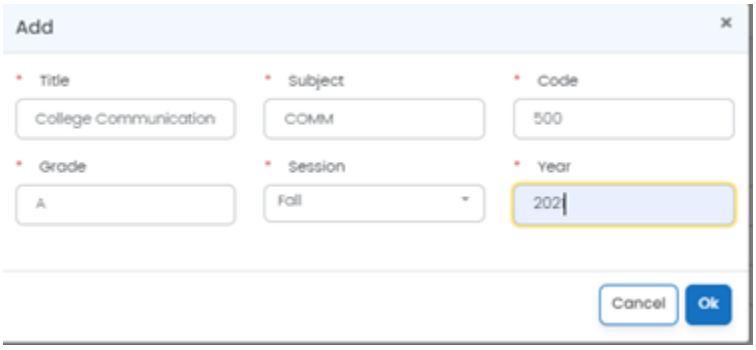




- This will allow you to manually input your course information *(*Note – please ensure the course information you're inputting is identical to what is listed on your transcript, any discrepancies may result in your application being denied or cancelled).*



***Note** – The side blue button will allow you to edit the existing course data if necessary *(i.e. if the portal has incorrectly input your grade or the term/code/title is missing)*.

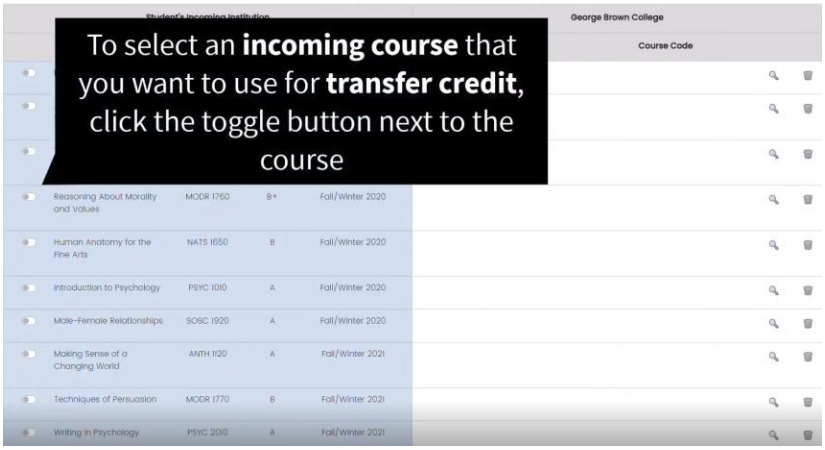


Please remember:

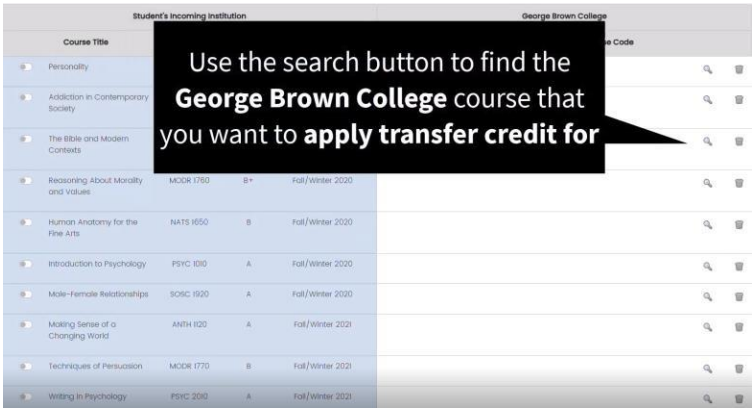
- Course outlines will need to be manually uploaded, please save as PDF documents and make note of what is expected on your official course outline: https://stuview.georgebrown.ca/misc/NewTransferCreditGuide.pdf *Page #12
- In-coming courses over 5 years old cannot be used towards core GBP courses, only COMM 2000 and GNEDs will consideration courses over 5 years old.
- If applying for GNED Transfer Credits the elective codes follow a sequence. They will start with the lowest sequence number, i.e. when a student applies for a Social Science transfer credit, they use GSSC 1111 in the application first. If a second Social Science application is submitted they will use GSSC 3333.

Elective Type	George Brown College Program Type	Elective Category	George Brown College Course Details	
			Subject Area	Course Number
General Education (GNED) Electives	Diploma	Arts & Humanities	GHUM	1111, 3333, 4444
		Social Science	GSSC	1111, 3333, 4444
		Science	GSCI	1111, 3333, 4444
Lower-Level Liberal Studies Electives	Degree	Arts & Humanities	LHUM	2222, 5555, 6666
		Social Science	LSSC	2222, 5555, 6666
		Science	LSCI	2222, 5555, 6666
Upper-Level Liberal Studies Electives	Degree	Arts & Humanities	UHUM	7777, 8888, 9999
		Social Science	USSC	7777, 8888, 9999
		Science	USCI	7777, 8888, 9999

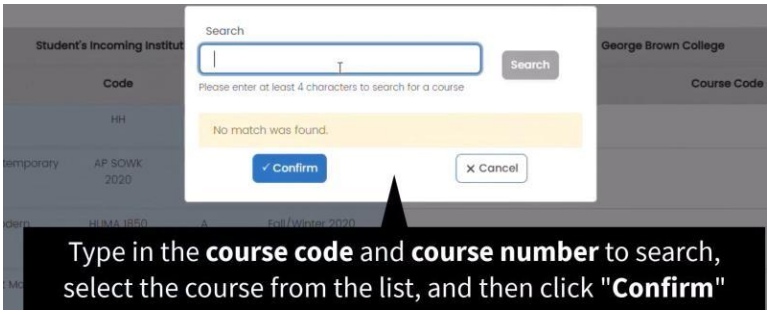
4. Selecting incoming courses for transfer credit consideration



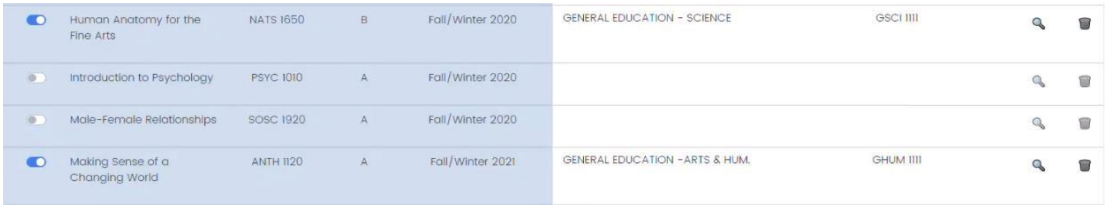
- The courses on your official transcript will be listed in the **left column**.
- To select an incoming course that you would like to use for transfer credit, click the toggle button next to the course.



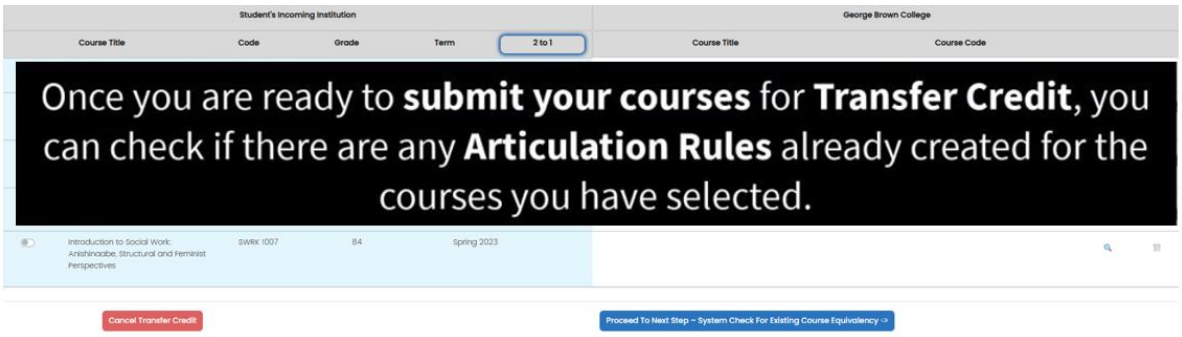
- Once you have selected an incoming course for consideration you will use the search button in the **right column** to find the George Brown course that you want to apply transfer credit for.



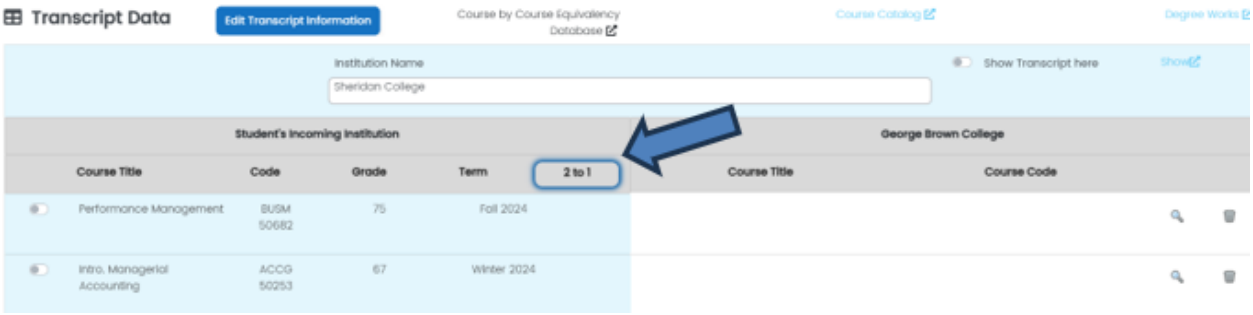
- Type in the course code and course number to search, select the course from the list, and then click confirm.



- See example of GNED courses selected from GBP for transfer credit consideration.
- Once you are ready to submit your courses for transfer credit, you can check if there are any **articulation rules** already created for the courses you have selected.



- Should you wish to submit a **1 to 2 or 2 to 1** transfer credit application please refer to the **icon** in the top right corner under "Student's Incoming Institution" section.



- **Before** pursuing a **1 to 2 or 2 to 1** transfer credit application please familiarize yourself with the criteria necessary to submit these application types.

You can submit 3 different types of transfer credit applications. Please see the definition of each application type below.

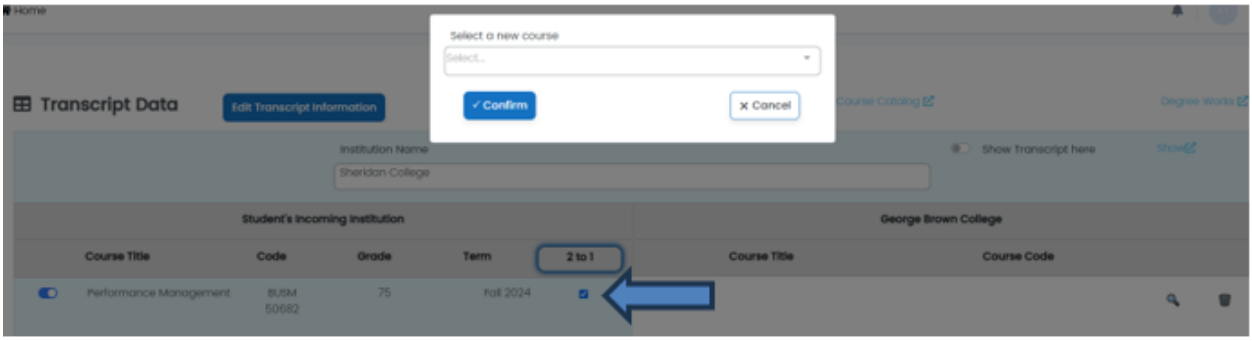
1 to 1: You wish to use **ONE** course from your previous institution towards **ONE** transfer credit at George Brown College
1 to 2: You wish to use **ONE** course from your previous institution towards **TWO** transfer credits at George Brown College
2 to 1: You wish to use **TWO** courses from your previous institution towards **ONE** transfer credit at George Brown College

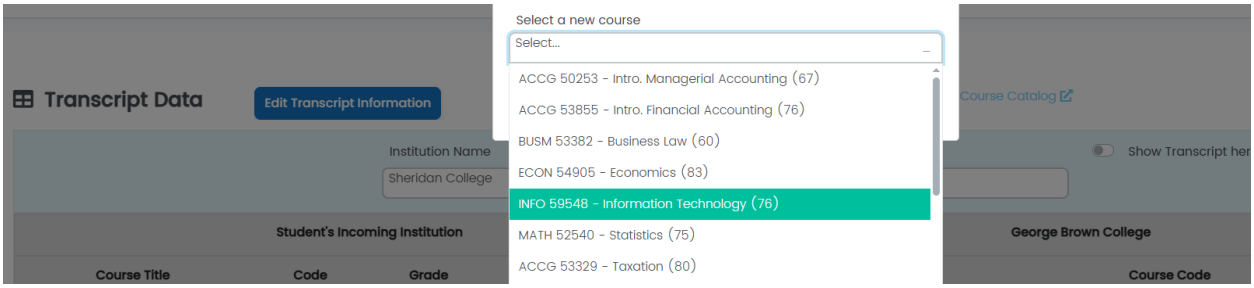
Note – most application submissions will be a **1 to 1** type, this is the default application type, and the most common. Please only submit alternative application types if they fulfill the below criteria:

- You may choose to use the **1 to 2** application type if you completed a year length course that is broken into two courses at George Brown. For example, you completed an Anatomy and Physiology course from your previous institution, and you wish to use this course for both Anatomy and Physiology I & Anatomy and Physiology II at George Brown.

- You may choose to use the **2 to 1** application type if you believe a two-part course from your previous institution is equivalent to one George Brown course. For example, you completed Communications I & Communications II and you believe it is equivalent to COMM 2000 - Communicating Across Contexts at George Brown.

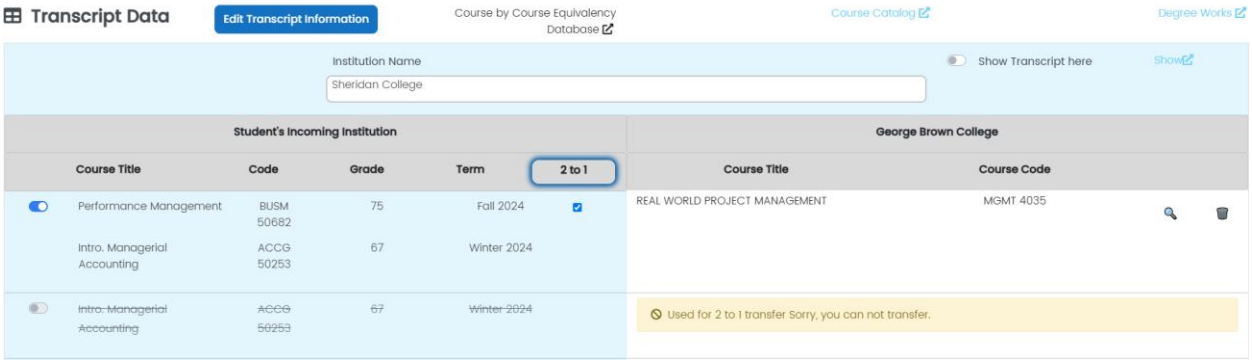
- To set-up a **2 to 1** application first choose one of your incoming courses from the Student's Incoming Institution section. **Next** – check the box under the 2 to 1 heading, this will prompt you to select a 2nd course from the drop down menu (note the options will reflect courses from your uploaded transcript on file).



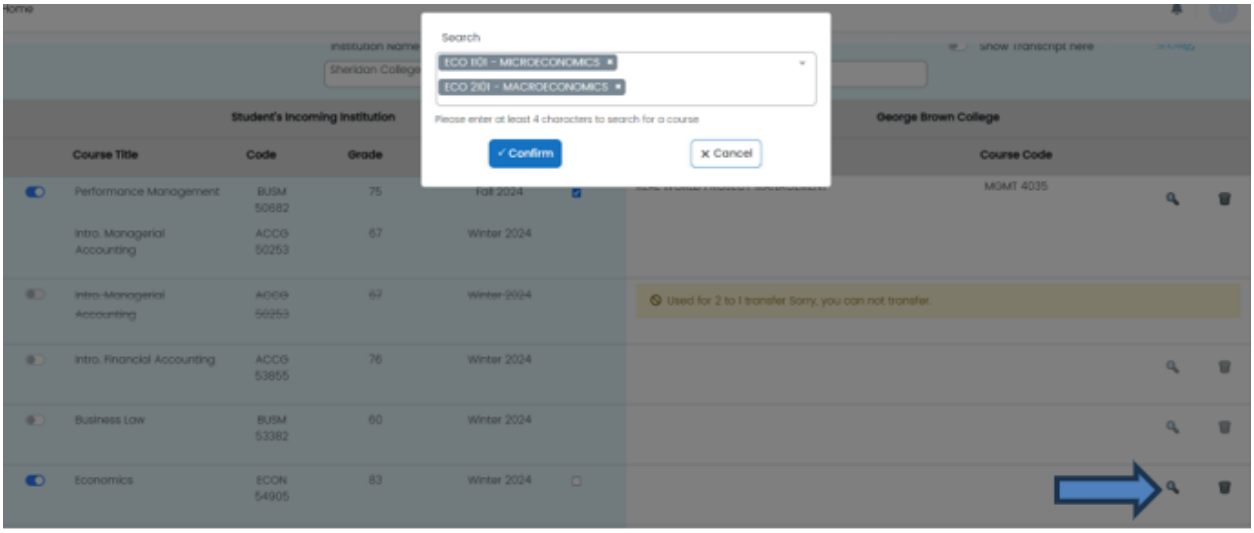


- Once the 2nd course is selected you will see both courses aligned with a note that the additional course added is now *used for a 2 to 1 transfer, sorry you cannot transfer*. You may then select the GBP course you wish to have considered for an exemption based on your incoming courses selected.

- **Remember** to upload **both course outlines** on the final application page, failure to include both course outlines may result in a denied decision due to insufficient documentation.

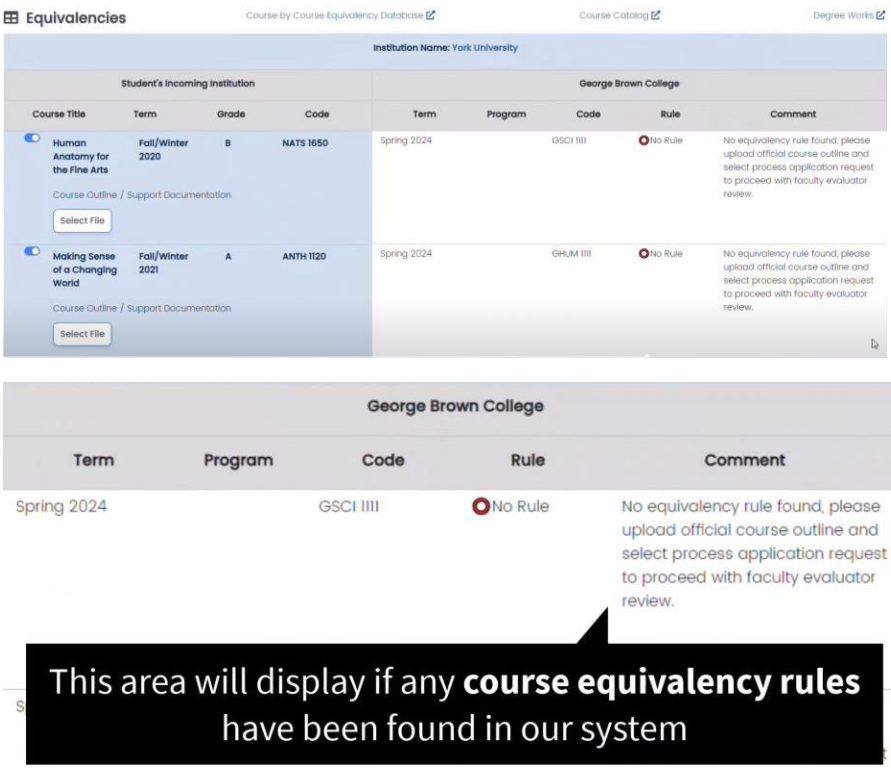


- To set-up a **1 to 2** application select the incoming course from your Student's Incoming Institution section then click the magnifying glass icon on the right hand side under George Brown Polytechnic section to open the search box. You may now select **2 GBP courses** to complete the 1 to 2 application type.

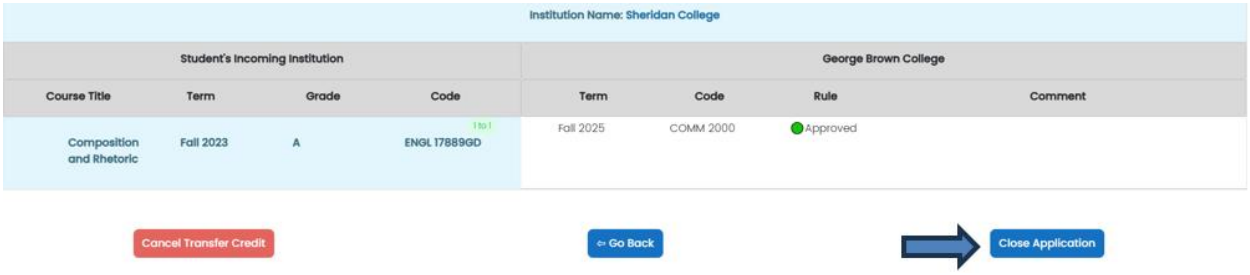


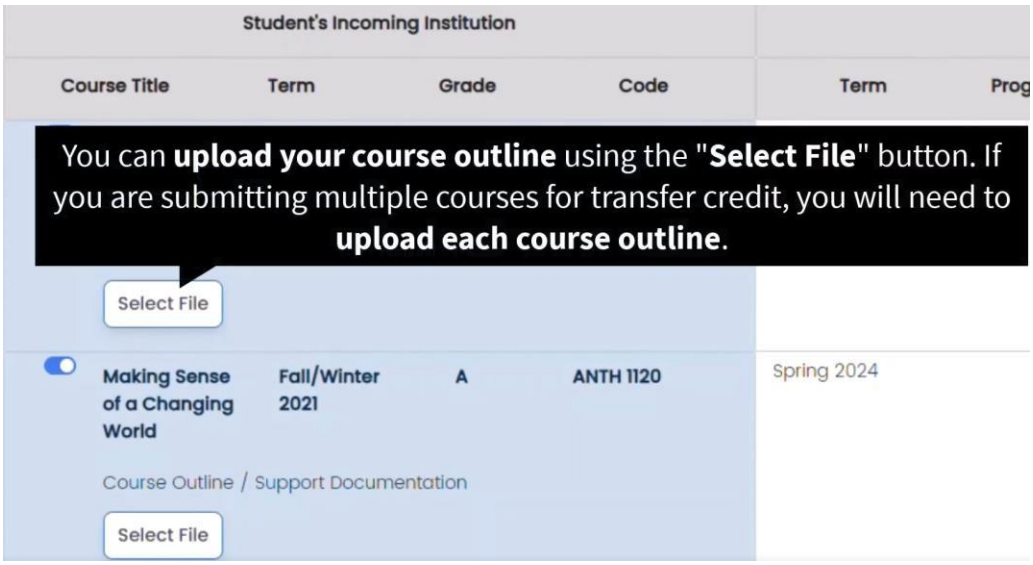


5. **Reviewing the application(s) before submission**

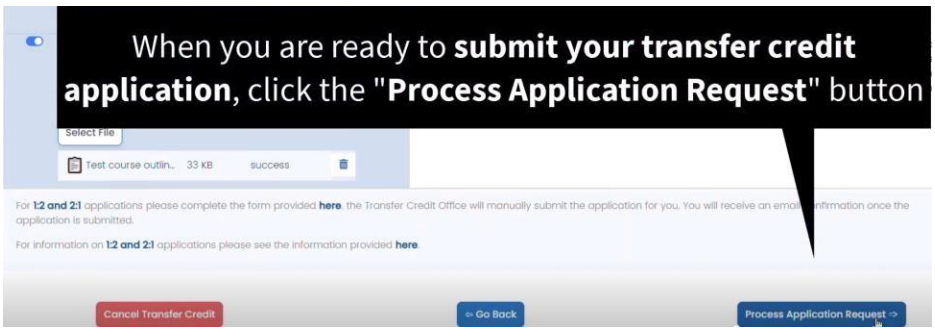


- The right column will display if any incoming course selected was found in our online database as a course equivalency rule.
- If there is no rule found, you can still apply for transfer credit by submitting the **official course outline**. The documentation will be sent to a faculty evaluator for the George Brown Polytechnic course to review.
- If there is a rule found, **the course outline is not necessary**, you will see an approved status under the rule heading. You will need to click **close application** to have the approved transfer credit reflected on your academic history in Degree Works.



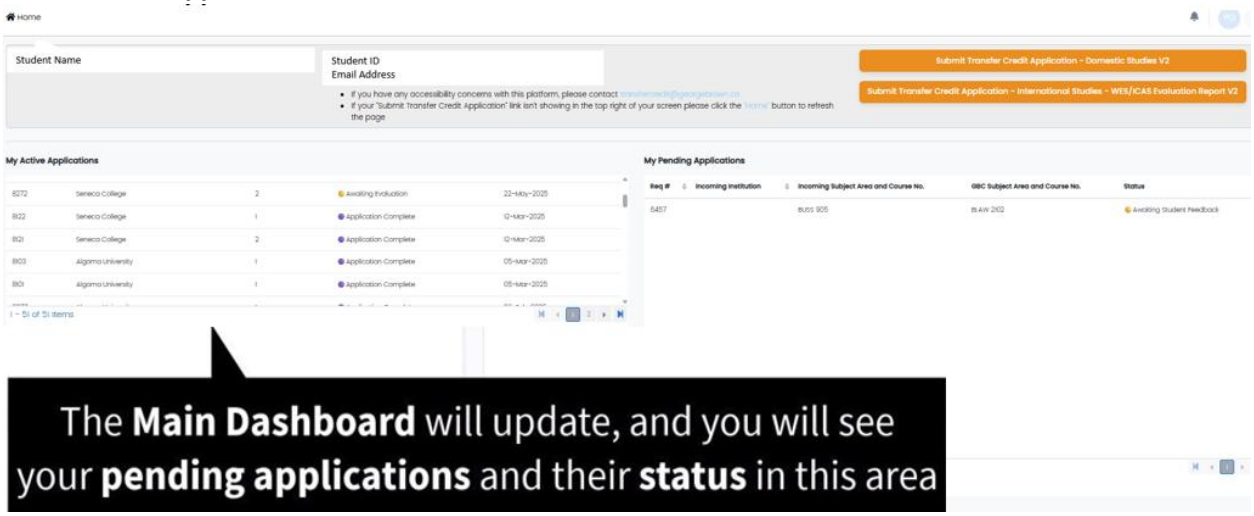


- You can upload your course outline using the “select file” button. If you are submitting multiple courses for transfer credit, you will need to upload each course outline. These should be in **PDF** format.



- Once the applicable course outlines have been uploaded you may submit your transfer credit application by clicking the “**Process Application Request**” button.

6. After Application Submission



- Your main dashboard will update, and you will see your pending applications and their status in this area.
- If an application is returned to you – usually, for more information such as course outline or week by week syllabus – you will see the task assigned to you in the "**My Pending Applications**" area.
- You will receive a decision on your application and will be notified by email to your George Brown Polytechnic email address.
- If your application is approved, different actions will occur depending on the date of the term:
    a. **Approved Before Day 1** – You will be automatically dropped from the course for which you received the approved transfer credit. You can return to your course registration and select a different course to register in. ***Note** - General Elective courses **will not be automatically dropped** if transfer credits are approved before day 1. Please ensure you review your Academic Progress Report on STU-VIEW to confirm General Elective requirements for your program.

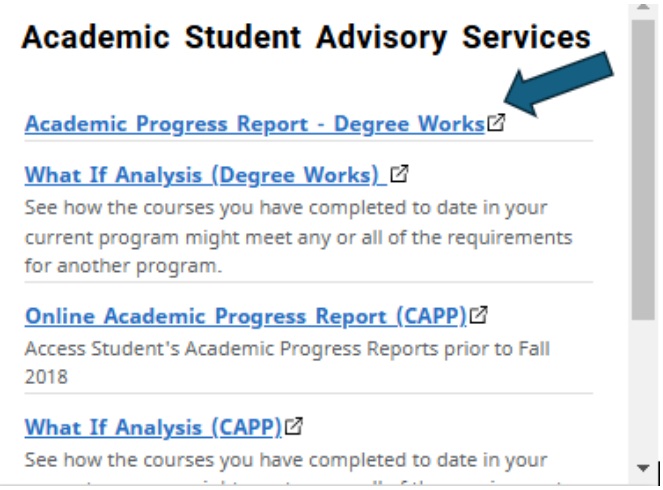
    b. **Approved After Day 1 of the term, but before Day 5 (Last Day to Add a Course)** – **You will need to return to your course registration and drop the course for which you received the approved transfer credit**. You can return to your course registration and select a different course to register in.

    c. **Approved After Day 5 of the term, but before Day 10 (Last Day to Drop a Course)** – **You will need to return to your course registration and drop the course for which you received the approved transfer credit.** You will need to contact your academic department if you wish to register in another course.

    d. **Approved After Day 10** - **You will need to return to your course registration and drop the course for which you received the approved transfer credit.** You can still drop the course without academic penalty.

7. Your Academic Progress Report in Degree Works

- Your Academic Progress Report in Degree Works will update if the transfer credit application is approved. you may view this by navigating to the **Academic Student Advisory Services Card** and clicking **Academic Progress Report – Degree Works**:



- If approved, you will see the transfer credit exemption (Grade of EX) along with a note of the incoming course used to satisfy this exemption approval. Please review the previous actions mentioned on **Page 17** in the event you're registered and need to drop the course.



- Refer to your **Degree Works Academic Progress report** for the most up to date listing of courses you have completed, courses you have received transfer credit for, and courses you still need to register in.

For any technical issues or additional support inquiries you may reach the Transfer Credit Office:
transfercredit@georgebrown.ca