

Taking a Transfer Credit at York University

Students at other accredited Canadian universities may register at York University to take courses for transfer credit, which count toward their degree at their home university. This is done through a "Letter of Permission". This process is available to both domestic and international students. Students who take individual courses at York (i.e. students who are not enrolled in a York University degree program) are considered [Visiting Students](#).

STEP 1: Determine which course(s) you would like to take:

Choose your course(s) from the York University program website. Remember, you will need the necessary prerequisites. Please note that there are enrolment deadlines for each semester. These are listed [here](#).

STEP 2: Get a Letter of Permission

Obtain a Letter of Permission from your home university's registrar's office. This confirms your home university will count the specified York course toward your degree. Some common registrar pages are below:

[Carleton University](#)
[Concordia University](#)
[McGill University](#)
[McMaster University](#)

[Queens University](#)
[TMU](#)
[UBC](#)
[University of Guelph](#)

[University of Ottawa](#)
[University of Toronto](#)
[University of Waterloo](#)
[Western University](#)

STEP 3: Fill out York University Application:

Fill out the [York University application](#) and pay the application fee. This is a digital form that is automatically submitted upon its completion (you will be prompted to review all of your information first). Once you've completed and submitted your form you will be prompted to pay the application fee. This is typically \$130 and can be paid electronically via credit or interact transfer. When we receive your application, we will send a confirmation email which will include your York student number. You will use your York student number to check the status of your application via [MyFile](#) and to enrol in courses, so keep it handy. From this point on, York's Office of Admissions will communicate with you primarily by e-mail.

STEP 4: Submit Letter of Permission

Send the Letter of Permission from your home institution to York's [Office of Admissions](#). You can send this via email to study@yorku.ca if applying from within Canada, or intleng@yorku.ca if you are applying from a school outside of Canada. The letter of permission may also be mailed indicated at the Admissions website above. York will send you an e-mail when a decision about your application has been made. Acceptance of your application does not guarantee you a place in the course. You can also [direct specific questions to our Office of Admissions](#).

STEP 5: Register and Enroll

After you've received a positive admission decision, you can accept your offer through [MyFile](#), then [read up here on enrolling in your course\(s\) as a visiting student](#). After checking the [Enrolment Guide](#), you can proceed to [register and enroll](#) in your course(s). To view your online account status and fee payment information, go to [York's Student Financial Services](#) website. A [registration deposit is due](#) within five business days of enrolling in a course. Get your York University student card, called the [YU Card](#)

STEP 6: Acquiring documentation for your records

When you complete your course(s), order a York University transcript for your home university. For fastest service, order your transcripts [online](#). Now follow your home university's process to have your York course credit(s) recognized.