



Lambton College in Toronto  
at Cestar College

**T** +1-416-485-2098  
**E** [lambton@cestarcollege.com](mailto:lambton@cestarcollege.com)  
400-265 Yorkland Blvd  
Toronto ON, M2J 1S5  
[lambtoncollege.ca/Toronto](http://lambtoncollege.ca/Toronto)

Lambton College in Mississauga  
at Queen's College

**T** +1-905-890-7833  
**E** [lambton@queenscollege.ca](mailto:lambton@queenscollege.ca)  
121 Brunel Road  
Mississauga ON, L4Z 3E9  
[lambtoncollege.ca/Mis](http://lambtoncollege.ca/Mis)

# Transfer Credit Application Process

## Policy

Students who wish to apply for transfer credits (advanced standing) from a previous educational institution should follow the Transfer Credit Application Process:

1. Fill out the Transfer Credit Application Form.
2. Attach course outlines and transcripts for each relevant course you wish to be considered.
3. Attach proof of degree from the completed program (Master's degree minimum).
4. Print and submit the form, course outlines (only for the requested courses), proof of degree, and transcripts to the main reception area of your campus. Each term has specific due dates for these applications; ensure you verify with College staff what the deadline is for the current term.

## Transfer Credit Quick Facts

- A maximum of two courses per term may be accepted as transfer credit.
- Only credits achieved at the Master's level with a minimum grade of C will be assessed for post-graduate program transfer credit.
- The deadline for each semester will be specified on the registration schedule as well on the website. Please refer the registration schedule and website, or you may verify the deadline with College staff for the current term.
- Transfer credits typically take one week to assess but may be longer based on assessment volume.
- Students issued transfer credits are not assessed a financial credit.

## Transfer Credit Application Checklist

Completed Transfer Credit Form	✓	Transcripts	✓	I have met the deadline	✓
Course outlines for each course listed	✓	Proof of Degree	✓		

Please Note:

- All the Transfer Credit Decisions are final; students cannot apply to cancel or withdraw the application once your decision is emailed to you.
- If transfer credits put you into part-time status, it is your own responsibility to correct this. You have requested the credits and we have assessed them. If you put yourself into part-time status, you will likely not be eligible for a PGWP.

For questions, please contact:



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Mississauga ON, L4Z 3E9  
**[lambtoncollege.ca/Mis](http://lambtoncollege.ca/Mis)**

- Student Services - [studentservices@cestarcollege.com](mailto:studentservices@cestarcollege.com) (Cestar College)
- Manisha Modi - [registration@queenscollege.ca](mailto:registration@queenscollege.ca) (Queen's College)