UNIVERSITY OF SASKATCHEWAN

The College of Education and the Distance Education Unit (DEU)

Course Transfer Application

Certificate in Teaching English as a Second Language
(CERTESL)

I wish to apply to transfer the course(s) listed below into the CERTESL Program. I understand that I may transfer a maximum of 3 equivalent courses (exclusive of the Practicum) and that official transcripts must be provided in order to have the course transfers granted.

Personal Information

Last Name	First Name	Student Number

Email	Gender	Date of birth (dd/mm/yyyy)
	☐ Female ☐ Male	

Student Address – Apt. Number, Street, Box Number	City/Town	Country	Postal/Zip Code

Requested transfer of course(s):

1. Course and number as it would appear in the institution's calendar		
Name of Institution	Year Completed	Mark Obtained
2. Course and number as it would appear in the institution's calendar		
Name of Institution	Year Completed	Mark Obtained
3. Course and number as it would appear in the institution's calendar		
Name of Institution	Year Completed	Mark Obtained

Documentation

For course work completed at an institution other than the University of Saskatchewan, please arrange for official transcripts and course descriptions to be forwarded to the CERTESL Program Office. If the course description is not sufficient for an evaluation to be completed, you may be asked to provide additional information such as required textbooks and other materials, name of instructor, and major topics covered by the course. Please be aware that the content of a given course at any institution may change over time and may change depending on the instructor. You should check the CERTESL course descriptions and advise us at the time of application for transfer credit which CERTESL course most closely matches the course for which you would like transfer credit. If the course was taken at an institution outside of Canada, an excerpt from the institution's calendar must be submitted. Courses must have been taken within the last 5 years.

Enclosed ☐ Transcript ☐ Detailed Course Outline ☐ Resource List ☐ Basis for Assessment

Approval

CERTESL Course Equivalent

Signature Date

Please return to: CERTESL Program Office

Room 467 Williams Building ■ 221 Cumberland Avenue North ■ University of Saskatchewan ■ Saskatoon, SK S7N 1M3 Canada ■ Fax: 306-966-5590