

Instructions for Course Transfer Application

You must complete this form to apply for transfer credit in the CERTESL Program. As outlined on certesl.usask.ca, the program will grant transfer credit to students for TESL course work successfully completed within the last ten years at reputable training institutions. Eligible course work must meet degree-credit levels of academic rigor and cover content sufficiently similar to that of specific CERTESL courses. A maximum of three equivalent courses will be considered for the award of transfer credit with the required documentation below:

1. Official transcripts for all course work completed at institutions other than the University of Saskatchewan.
2. Official course descriptions for all course work completed at institutions other than the University of Saskatchewan.

3. If course descriptions are not sufficient for an evaluation to be completed, additional information will be required. This information includes, but is not limited to, required textbooks and materials, the name of the instructor, and major topics covered.
4. For course work completed at institutions outside of Canada, an excerpt for the institution's program calendar must be included.

Please be aware that the content of any given course can change over time and/or from instructor to instructor. You should review the CERTESL Detailed Course Information to learn if the content closely matches the course work that you have completed.

To be completed by the Student

Personal Information

Last Name	First Name	Student Number	NSID

Requested Transfer of Course(s)

Course 1 - Name and Number as it would appear in the institution's program calendar	Enclosed <input type="checkbox"/> Detailed Course Outline <input type="checkbox"/> Program Calendar <input type="checkbox"/> Resource List <input type="checkbox"/> Basis for Assessment	
Name of Institution	Year Completed	Mark Obtained
Course 2 - Name and Number as it would appear in the institution's program calendar	Enclosed <input type="checkbox"/> Detailed Course Outline <input type="checkbox"/> Program Calendar <input type="checkbox"/> Resource List <input type="checkbox"/> Basis for Assessment	
Name of Institution	Year Completed	Mark Obtained
Course 3 - Name and Number as it would appear in the institution's program calendar	Enclosed <input type="checkbox"/> Detailed Course Outline <input type="checkbox"/> Program Calendar <input type="checkbox"/> Resource List <input type="checkbox"/> Basis for Assessment	
Name of Institution	Year Completed	Mark Obtained

To be completed by the CERTESL Program

Course 1 - CERTESL Equivalent	Course 2 - CERTESL Equivalent	Course 3 - CERTESL Equivalent

Approved by CERTESL _____

Date _____

Please return to: Academic Coordinator, CERTESL Program