

Course Transfer Application

Certificate in Teaching English as a Second Language



UNIVERSITY OF
SASKATCHEWAN

Centre for Continuing
& Distance Education

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.

Name	Student No.	
Address	City/Province	Postal Code
Phone No.	E-Mail Address	

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 464 Williams Building • University of Saskatchewan
221 Cumberland Ave. N. • Saskatoon, SK • CANADA • S7N 1M3 • Fax: (306) 966-5590