



Application Form Transfer Credits

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- ☐ IT Essentials
 ☐ Programming
 ☐ Operating Systems & IT
 ☐ Massage Therapy
 ☐ Acupressure/Meridian
☐ Cybersecurity
 ☐ Networking
 ☐ Bookkeeping
 ☐ ESL
 ☐ Reflexology
 ☐ Psychoanalytic Therapy
☐ Aromatherapy
 ☐ Holistic Practitioner
 ☐ Manual Osteopathy

PERSONAL INFORMATION

Full Name :

Date of Birth : / / Gender : ☐ Male ☐ Female ☐ Other

Email :

Phone :

DOCUMENTS NEEDED

What level of education and what credentials did you receive? What credits do you want transferred over?

- ☐ University
 ☐ Some University
 ☐ College/Vocational/Technical
 ☐ None

Institution Attended :	Dates Attended :	Credentials Received :

Please provide a copy of the following for each institution you have studied at:

- ☐ Diploma/Degree/Post-Degree/Certificate etc.
☐ Transcripts
☐ Program/Course Outline(s) with Syllabus
☐ Website Link to Program Taken by Your Institution



Transfer Credit Agreement

Courses eligible for transfer credit:

- Were completed with a grade of C or higher*
- Have been completed at a recognized post-secondary institution
- Are equivalent to a subject taught at NAKH Institute of Education
- Are relevant to your program of study at NAKH Institute of Education

*Please note: Due to COVID-19, courses completed during the winter 2020 term only, with a final grade of Pass/Credit are still eligible for transfer credit consideration.

Deadlines

Transfer credit request forms and supplemental course information must be submitted before you complete your first semester at NAKH Institute.

Processing times

Incoming students are encouraged to submit request forms and supplemental documents as soon as possible.

Assessment Type :	Processing Time :
Initial	4-6 Weeks
Departmental	4-6 Weeks
Transcript Reassessment	4-6 Weeks

Please note: if requests are submitted during peak period (Mid-May to August), processing may be delayed due to the volume of forms received.

Common classes we can't review for credit:

- Photography, drawing, painting
- Physical education
- English as a second language
- Project classes/Thesis-Based Classes
- Military theory

Common Question: How do I know which classes are applicable to my program?

Academic advisors can provide general program information and help you understand your program in greater detail. Once your initial or departmental assessment is finalized, they can also discuss how approved transfer credits will apply to your program.

Please note that although going through the transfer credit process, all credits are not necessarily transferrable and will not all be accepted by NAKH Institute of Education. The information provided will be looked over by a curriculum specialist to see if the classes taken can transfer over & are in-line and have the same information that we provide at NAKH Institute. All information regarding transfer credits and equivalency will be shared with you via email and no other form of communication. If you have a concern, please follow up by email at transfercredit@nakhinstitute.com, as a phone call regarding transfer credits will be disregarded.

Name: _____

Date: _____

Signature