How to Transfer Programs

Applies to students who are transferring into the Faculty of Science OR transferring to a different program within the Faculty of Science.

DEADLINE: March 1st to start in September of the same year

1. Go to https://www.ualberta.ca/admissions/undergraduate/admission. Make sure you are viewing the correct information by choosing from the drop down menu:

2. Click on Start Application

3. Click on and then click ‘Yes’ when it asks if you are a current UofA student.

4. Enter your CCID and Password and click

5. Fill out all of your personal information (fields with a red * are required). Click at the bottom.

6. Fill in your Academic History.
   a. Fill in the “Previous and Current Secondary Education (High School)” and “Secondary Education (High School)” sections.
   b. Under “Post-secondary Education” select “Yes” for the question “Have you attended, or are you currently attending, a post-secondary institution?”
   c. Under “University Degree” select “No”. If you are applying for an After Degree, then select “Yes”.

[Diagram of application process]
d. Under “English Language Proficiency” select “Number of Year(s)” from the drop down menu.

e. Click at the bottom.

7. Select the term you want to begin your new program. **Note – if you are currently attending Winter term, you must select September of the same year.** Click at the bottom right of the window.

8. Select your Intended Status

   a. **Degree or Diploma Student** – Select this if you are transferring into a degree program in the Faculty of Science. This includes after-degrees.

9. You will only be able to apply to **one program**.

   a. Under Faculty, choose **Faculty of Science** from the drop down menu.
   b. Under **Degree**, select the program you are interested in transferring into.
   c. If you selected BSc General choose a Major and Minor, otherwise just a Major.

   d. Click at the bottom right of the window.

10. Under **Transcript Authorization**, you will need to click the Check Box in order to grant the U of A access to your High School transcripts and transcripts from a select few Institutions in Alberta (if applicable).

11. Under **Declaration**, you will need to read through the Declaration and click the Check Box “Yes, I agree” if you want your application to be submitted. Click at the bottom right of the window.

12. You will need to pay the **$75 fee** for your application by filling out the Application Fee Payment section. **This can only be paid by a credit card.**

13. You can login to **Bear Tracks** to follow the status of your application.

If you are able to register in courses through your current program, do so. If you are admitted to a new program, you will need to accept your offer and transfer your registration over to your newly admitted program. You must transfer both your Fall and Winter registration through your **Bear Tracks** account by the add/delete course registration deadline in September.