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.

1. Go to http://admissions.ualberta.ca and click on Apply Now

2. Click on “3: Start your Application” and then on START MY APPLICATION

3. Click on “Start a New Application”, and then click “Yes” when it asks if you are a current UofA student

4. Enter your CCID and Password and click the “Start Applying now...” button.

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

6. Fill in your Academic History.
   a. **You do not need to fill in your High School Courses as we already have this information.**
   b. If you are applying for an After Degree, under “University Degree” you need to select “Yes”. Note: An After degree is a second undergraduate degree you pursue after you have completed your first degree.
   c. Click “next>>” at the bottom right.
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 “next>>” at the bottom right of the window.

![Application Image]

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 included After-degrees.
   b. **Special Student** – Select this if you have completed a degree and want to take another year of courses without being registered in a specific program.

9. You will only be able to apply to one program.
   a. Under Faculty, choose Science from the drop down menu.
   b. Under Degree, select the program you are interested in transferring into.
   c. Click “next>>” at the bottom right of the window.

![Preference Image]

<table>
<thead>
<tr>
<th>BSc-Business Minor</th>
<th>BSc General</th>
<th>BSc Honors or Specialization</th>
<th>BScience Spec/BEducation</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will select a Science Major and Business is your Minor. You can choose “undecided” for the Major and declare it at a later date if you wish.</td>
<td>You can select a Science Major and a Minor from Science, Arts, or ALES Faculties. You can choose “undecided” &amp; declare them later if you wish</td>
<td>You must choose a Major in once concentrated area (Note: These are not necessarily the same at those available in the General Program).</td>
<td>You apply for a Combined Science &amp; Education degree. You must also choose a Major and a Minor from the 3 choices available.</td>
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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 click the Check Box “Yes, I agree” if you want your application to be submitted. Click “next>>” 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 BearTracks 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 transfer your registration over to indicate you are accepting the offer of admission. You can either do this on BearTracks or by contacting the Student Services Office at 780-492-4758 or in CCIS 1-001.