

HAVE YOU PREVIOUSLY  
ENROLLED AT OR APPLIED TO RYERSON?  
YES  NO

ONTARIO EDUCATION NUMBER (OEN)

STUDENT I.D.

FIRST NAME

MIDDLE NAME

LAST NAME

APT. NUMBER

STREET NUMBER

STREET NAME

CITY/TOWN

PROVINCE

POSTAL CODE

COUNTRY

E-MAIL ADDRESS - Home:

E-MAIL ADDRESS - Business:

HOME PHONE

BUSINESS PHONE

EXTENSION

CELL PHONE

MARITAL STATUS:

SINGLE / WIDOWED / DIVORCED  MARRIED/SEPARATED

FIRST LANGUAGE:

ENGLISH FRENCH OTHER

GENDER: MALE  FEMALE

DATE OF BIRTH  
(MM/DD/YYYY)

CANADIAN CITIZEN: YES  NO

IF NO, PLEASE COMPLETE THE FOLLOWING: (DOCUMENTATION MAY BE REQUIRED)

LANDED IMMIGRANT  STUDENT VISA  VISITOR OR OTHER VISA

DATE OF ENTRY INTO CANADA (MM/DD/YYYY)

COUNTRY OF CITIZENSHIP

NEW CERTIFICATE

TRANSFER

NAME OF CERTIFICATE PROGRAM

- Applicable courses completed at Ryerson and / or other post-secondary institutions prior to Certificate Program Registration may be used towards Certificate requirements up to a maximum of 50 percent of the Certificate. Such courses will not be included in Grade Point Average (GPA) calculations.
- For Transfer Credits (courses successfully completed at other post-secondary institutions), please visit [www.ryerson.ca/transfercredits](http://www.ryerson.ca/transfercredits) for complete information.
- Transfer Credits are graded as CRT and cannot exceed 50 percent of the Certificate requirements. Transfer Credits are not included in Grade Point Average Calculations.

Student Signature

Date (MM/DD/YYYY)

Mail your completed form to Ryerson University, Student Records, 350 Victoria Street, Toronto, Ontario, M5B 2K3.

**STUDENT RECORDS OFFICE USE ONLY**

Processed By:

Date:

Program Code

Term

**THE CHANG SCHOOL USE ONLY - Authorization / Approval**

Name of CE approval authority

Signature

Date

NOTES:

# Certificate Registration / Transfer Procedures

Students may be registered in only one Certificate Program at any one time. To allow maximum flexibility in crediting external courses and / or courses previously taken at Ryerson, students should register in the Certificate at the beginning of their first course. Applicable courses completed at Ryerson and / or other post-secondary institutions prior to Certificate Program Registration / Transfer may be used towards Certificate requirements up to a maximum of 50 percent of the Certificate, but will not be included in the Grade Point Average (GPA) calculations.

The following steps must be taken when applying to register in each Chang School Certificate Program:

1. Check [www.ryerson.ca/curriculumadvising](http://www.ryerson.ca/curriculumadvising) for any registration restrictions.
2. Some Certificate Programs require you to obtain departmental approval to register in the Certificate. You may obtain the appropriate "Program Pre-approval Form" on the Forms and Documents page of the Chang School website. Once approved, you must submit your pre-approval confirmation letter with your registration materials.
3. Return your completed application (and confirmation of pre-approval, if applicable) to Student Records (POD64) by mail, in person, or by fax at 416.979.5236 within the published application deadline.

Students who miss the published deadline for the term can still apply for / transfer to the certificate; however, the student's registration as a Certificate student will not take effect until the following term. For example, if you enroll in a Certificate course in the Fall term, but do not submit your Certificate Registration / Transfer form until after the Fall deadline, your registration in the Certificate will take effect in the Winter term. This means any applicable Certificate courses you take in the Fall term will count as credit towards the certificate's graduation requirements (up to a maximum of 50 percent) but will not be included in your Cumulative GPA Calculation.

4. A letter confirming your registration in the Certificate will be mailed to you within eight to ten weeks of submission of your Certificate Registration / Transfer form.

## ADDITIONAL INFORMATION FOR STUDENTS TRANSFERRING CERTIFICATES:

Students transferring to a different Certificate should be aware that a separate GPA is calculated for each Certificate Program.

**PLEASE CHECK [www.ryerson.ca/ce](http://www.ryerson.ca/ce) FOR CERTIFICATE REGISTRATION/TRANSFER DEADLINES.**

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STUDENT RECORDS  
416.979.5136

THE G. RAYMOND CHANG SCHOOL OF CONTINUING EDUCATION  
[www.ryerson.ca/ce](http://www.ryerson.ca/ce)  
416.979.5035