<u>How to Use the Online Course-by-Course Transfer Database</u>

1. Select the academic year according to the time frame you completed the course(s) at a public postsecondary institution in Newfoundland and Labrador
2. Select the Sending Institution and the appropriate Subject from the list provided
3. Click the Submit Query icon
4. For further inquiries, click the Back icon (located at bottom of screen) to return to the Submit Query screen
5. Remember, the information given is arranged on a sending to receiving institution basis

Note: In the Transfer Guide, Section 5: Explanation of Terms, definitions are given for a Receiving Institution as any post-secondary institution to which students are transferring and for a Sending Institution as any post-secondary institution from which students are transferring.