# About transfer credit

For your graduate program you will only have access to the "Transfer Credit" tab in Workday if you have been awarded transfer credits from another institution.

If you have received transfer credits from another UBC program these will not show up on your Workday Record or transcripts. However, you will receive a confirmation email once these credits are approved and this info will be used by G+PS to ensure you meet the minimum credit requirements when closing your program.

### How to check your transfer credit First, go to your profile in Workday

- 1. Log into your Workday account at <u>myworkday.ubc.ca</u>.
- 2. On the Workday home screen, click your user icon in the top right corner.
- 3. Click the "View Profile" button in the pop up menu.



### Next, go to your transfer credit

- 1. Once you're in your profile, click the "Academics" tab in the left menu.
- 2. In the "Academics" page, click the "Transfer Credit" tab in the top menu. You will only see this tab in the menu if you have been awarded transfer credit.

#### UBC Graduate and Postdoctoral Studies

Student View Preferred Name (STUVIEW787) She/They Student   University of British Columbia		Overview Current Classes Academic History Academic Progress Transfer Credit External Records Historical Records					
88	Summary	From University of Winnipeg (Winnipeg, Manitoba, Canada)					
8	Personal	19 items					
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## **Commonly encountered problems**

If you have transfer credits but can't access the "Transfer Credit" page, or you're missing transfer credits, contact your Program.