



Transferring CTAG (Career Transfer Assurance Guide) Credit to Another College or University:

CTAG credit can be transferred to another college or university. However, it is important to consult with an Academic Advisor at the destination school to verify how the credit will transfer and apply toward the student's major of study.

Students planning to transfer to a public institution within Ohio should consult a representative with that college/university about their CTAG retrieval process.

Students transferring to a private institution within Ohio or out-of-state college/university, please follow the steps below:

Step 1: To have CTAG credit transferred to another college or university, students will need to order an [official transcript](#) be sent directly to the receiving institution.

Step 2: CTAG credit is listed as transfer credits on the transcript and appears as a lump sum at the end of the transcript.

Example:

----- TRANSFER CREDITS -----

2019 Career Technical Credit 2.0

***** END OF TRANSCRIPT *****

Because of this, receiving institutions will not automatically transfer the credit in. Students must request a [Transfer Equivalency Report](#) be sent to the records office of the receiving institution. Simply email registration@sinclair.edu from your Sinclair email with the following information:

- Full Name
- Date of Birth
- Receiving Institution Email Address (see [CTAG Retrieval Database](#) for a list of contacts for common receiving schools)