1. **PURPOSE**

The College of Medicine accepts undergraduate medical student transfers only under exceptional circumstances. In general, transfers from other schools are considered only for compassionate reasons.

2. **DEFINITION**

2.1 Transfer on the basis of compassionate grounds - Transfers on the basis of compassionate grounds will be considered if there are extraordinary personal or family circumstances that would be alleviated by transfer. Where it is impossible to predict all situations for which a transfer on compassionate grounds might be considered, some such situations may include: illness within an immediate family member or personal illness of significant magnitude requiring a move to be close to such an immediate family member or to obtain treatment in Manitoba.

2.2 For purposes of undergraduate admission to the University of Manitoba, a **Manitoba Resident** shall be defined as a Canadian Citizen or Permanent Resident of Canada who, at the application deadline, meets any of the following four descriptions:

1. Has graduated from a Manitoba high school.
2. Has a recognized degree from a university in Manitoba
3. Has completed either one year or two consecutive years of full time academic studies in a recognized program at a university in Manitoba, while physically residing in Manitoba. The duration shall be determined by the program of study and identified in the respective Applicant Information Bulletin or Supplemental Regulations.
4. Has resided continuously in Manitoba for any two year period following high school graduation. The two year residence period shall not be considered broken where the program’s admission committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term volunteer work or employment, or as a full-time student.

3. **POLICY STATEMENTS**

3.1 Transfers into the final year of the program only happen in rare and extraordinary personal or educational circumstances.
3.2 Transfers can be considered only when there is an open position, by attrition, in the class for which the College of Medicine deems the application to be most qualified.

3.3 Requests for transfer based solely on financial hardship will not be considered.

3.4 Transfer students will only be considered from CACMS and LCME-accredited medical schools. Students applying for transfer from non-LCME schools can apply to enter the regular competition for a place in the upcoming first-year class.

3.5 Applicants can only request transfer into a class which is at an educational level consistent with their previous medical education. Applicants are responsible to compare the curriculum that they have completed with that at the University of Manitoba and should be completed by a Canadian school pre-clerkship curriculum director. The final decision about qualifications and potential year of entry rests with the College of Medicine.

3.6 In deliberation about transfers, consideration will be given first to Manitoba residents followed by other permanent residents of Canada.

3.7 Students requesting a transfer must meet the same criteria as regular applicants for admission into the UGME program. A transfer application package must be completed and the request for transfer must be described in a covering letter. All transcripts and MCAT scores must be sent and received from the issuing universities/organizations prior to any further considerations.

3.8 Applications for transfer, along with all supporting documents and supportive Medical School Performance Record from their home program, must be submitted by April 1st of the academic year. Late or incomplete applications will not be considered. Applicants who meet criteria will be invited to Winnipeg in May for interview should the above criteria be met.

3.9 The transfer committee will be chaired by the Director of Admissions, College of Medicine (or designate) and will include two faculty members, one medical student and the Associate Dean, UGME. The committee will meet to review any such applications after all interviews have been completed. Following this meeting, applicants will be notified whether they are eligible for transfer into an open position. Eligibility for transfer does not infer acceptance into the College of Medicine; admission will be contingent on there being an open position for transfer.

3.10 Applicants eligible for transfer must be aware that the College of Medicine may not know whether there will be open positions until continuing-student registration is complete. The College will notify eligible applicants of open positions as quickly as possible. If no position becomes open for an eligible transfer applicant, admission cannot be deferred to subsequent year. The College of Medicine cannot be held liable for fees and costs incurred by an eligible transfer applicant if no position becomes available.

4. **POLICY CONTACT**

Please contact the Administrator, Admissions (College of Medicine) with questions respecting this policy.