
UNIVERSITY OF TORONTO

Comparative Education Service (CES)

SCHOOL OF CONTINUING STUDIES

Application for Institution Assessment

Want to find out if a college, university, academy, or other higher education institution is recognized or accredited? CES can assess up to three institutions with a single application.

Visit our website for more information at www.learn.utoronto.ca/ces.

A completed CES ECA report package includes:

- One original copy of the Institutional Assessment Report
- A one-time \$200 tuition discount from the University of Toronto School of Continuing Studies, applicable to courses offered by the School.

APPLICATION FOR INSTITUTION ASSESSMENT

APPLICANT INFORMATION AND MAILING ADDRESS

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	
Family Name/Surname (exactly as shown on your identification)	
First/Given Name	Middle Name
Maiden/Former Name	Date of Birth (MM/DD/YYYY)
Address	
City/Town	Province/State
Country	Postal Code/Zip Code
Email	Phone Number

IMPORTANT: We communicate primarily by email. To ensure confidentiality, please provide an email address used exclusively by yourself.

If you wish to designate a third party as your representative to CES, visit www.learn.utoronto.ca/ces for the **Authorization to Release Information, Designate Representation Form**.

I would like to receive updates from the University of Toronto School of Continuing Studies regarding professional development courses, programs and events (You may unsubscribe at any time). Yes No

Visit our website for more information at www.learn.utoronto.ca/ces

APPLICATION FOR PRE-ASSESSMENT

PROGRAM INFORMATION

List the institutions you would like CES to assess. You may list up to three institutions on the application form

Institution 1	
Name of Academic Institution	
City/Town	Country
Program Website (URL)	

Institution 2	
Name of Academic Institution	
City/Town	Country
Program Website (URL)	

Institution 3	
Name of Academic Institution	
Major/Specialization	Official length of program (in years)
Program Website (URL)	

Note: You may include any documentation related to the above programs (e.g. website link, printouts, brochure, etc.).

APPLICANT'S AGREEMENT AND INFORMED CONSENT

I hereby request a pre-assessment of the educational programs listed in this application. I will notify CES in writing of any change to my personal information.

I understand that my personal information is being collected for the purpose of obtaining an Educational Program Pre-Assessment Report.

I hereby release the University of Toronto, its agents, and any person or entity that provides information in accordance with this consent, from any and all actions, claims and demands for damages, loss, expense or injury, howsoever arising, which may hereafter be sustained by me as a result of the provision, collection, use or disclosure of information as set out above.

Applicant Name: _____
Applicant Signature: _____
Date: _____

The University of Toronto respects your privacy. Personal information you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. The information you provide on this form will be used in assessing your request. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions about CES privacy measures, please contact scs.privacy@utoronto.ca.

APPLICATION FOR PRE-ASSESSMENT

SERVICE OPTIONS

Full payment must accompany this application form. All fees are in Canadian Dollars. We do not accept other currencies. Fees are subject to change without notice. All service fees are **final and non-refundable**. Please indicate the service options you require.

<input type="checkbox"/> Regular Service:	\$ 226
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DELIVERY OPTIONS – Please note that processing time does not include delivery.	
<input type="checkbox"/> Regular Mail Service within Canada (tracking not available)	No Fee
<input type="checkbox"/> Regular Mail Service International (tracking not available)	\$11.30 (\$10 + 13% HST) per address
<input type="checkbox"/> Courier Service within Canada (tracking available)	\$28.25 (\$25 + 13% HST) per address
<input type="checkbox"/> Courier Service International (tracking available)	\$101.70 (\$90 + 13% HST) per address

IMPORTANT: CES is not responsible for lost or misdirected mail. If your mailing address changes, visit <http://learn.utoronto.ca/international-professionals/comparative-education-service-ces/contact-us> and submit an online contact form. Tracking information is not available for regular mail service. Delivery can only be tracked using courier service.

PAYMENT METHODS	
<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Certified Cheque (CAD) <input type="checkbox"/> Money Order (CAD)	
Credit Card Number	Name of Card Holder
Expiry Date (MM/YY)	Total Fee (Canadian \$)

CES will accept credit cards, bank certified cheques and money orders issued by Canadian banks and made payable to the **University of Toronto**. **Personal cheques, bank drafts, debit cards, and cash are NOT accepted.**

Once the payment is processed by CES, this payment information will not be retained as part of the application package. If paying by credit card, please complete the following, sign and date.
 I, (please print) _____, am the credit card holder. I authorize my credit card to be charged the amount indicated above for the purposes of the preparation of an Educational Credential Assessment Report for (Applicant’s full name) _____. I have read and agree to all of CES’ Terms and Conditions.

Credit Card Holder

Date (MM/DD/YYYY): _____

Signature: _____

CES Mailing Address
Comparative Education Service (CES) University of Toronto School of Continuing Studies 158 St. George Street Toronto, ON M5S 2V8 Canada