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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
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<tbody>
<tr>
<td>☐ Mr.</td>
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<tr>
<td>☐ Mrs.</td>
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<tr>
<td>☐ Ms.</td>
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</tbody>
</table>

- **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](http://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](http://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.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name of Academic Institution</th>
<th>City/Town</th>
<th>Country</th>
<th>Program Website (URL)</th>
</tr>
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<tbody>
<tr>
<td>Institution 1</td>
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<td>Institution 2</td>
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<td>Institution 3</td>
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**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.

- Regular Service: $226

DELIVERY OPTIONS – Please note that processing time does not include delivery.

- Regular Mail Service within Canada (tracking not available) No Fee
- Regular Mail Service International (tracking not available) $11.30 ($10 + 13% HST) per address
- Courier Service within Canada (tracking available) $28.25 ($25 + 13% HST) per address
- 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

- American Express
- MasterCard
- Visa
- Certified Cheque (CAD)
- Money Order (CAD)

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<thead>
<tr>
<th>Credit Card Number</th>
<th>Name of Card Holder</th>
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<tbody>
<tr>
<td>Expiry Date (MM/YY)</td>
<td>Total Fee (Canadian $)</td>
</tr>
</tbody>
</table>

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
Signature: ________________________________ Date (MM/DD/YYYY): ________________________________

CES Mailing Address

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