

Comparative Education Service (CES)

Application to Upgrade your CES Education Credential Assessment for Canadian Immigration Programs

The Comparative Education Service is designated by the Immigration, Refugees and Citizenship Canada (IRCC) to provide Educational Credential Assessments (ECA) reports for Canadian Immigration Programs. ECA reports can be used for all Canadian immigration programs, including express entry through Provincial Nominee Programs (PNP). For information about these immigration programs visit: www.IRCC.gc.ca/english/immigrate/skilled/index.asp.

If you already have an academic credential assessment report from CES that was issued **on or after April 17, 2011**, you may apply to CES to use it for immigration purposes.

Your application to upgrade your original CES Assessment will require:

- A completed and signed CES application form
- A colour photocopy of both sides of your government-issued identification showing your date of birth
- A colour photocopy of both sides of the award for each completed degree, diploma or certificate in its original language with official English or French translation (if applicable)
- A colour photocopy of both sides of your academic records (transcripts/statement of marks) for each completed program of study that is added for assessment, in its original language with official English or French translation (if applicable)
- A colour photocopy of your CES Assessment letter issued on or after April 17, 2011. If your CES Assessment was issued before April 17, 2011, you will be required to re-apply and have your qualifications re-assessed
- Full payment of applicable CES service fees

Important Note:

If your original CES Assessment was issued on or after April 17, 2011 and it was not prepared based on official academic records/transcripts/statements of marks and/or verified by each issuing institution, you might **be required** to provide official documents. These must be sent directly to CES from the issuing institution. When CES receives your application, you will be advised on whether you must request that these official documents be sent. After CES has received all the required documents, you will be issued a new assessment report.

All Applicants with studies completed in the People's Republic of China (PRC) should refer to the Document Requirements
www.learn.utoronto.ca/international-professionals/comparative-education-service-ces/country-list/china

For additional information about this CES application requirements, see page 5 of this package or visit: www.learn.utoronto.ca/ces

COMPARATIVE EDUCATION SERVICE (CES)**APPLICATION FOR AN UPGRADE TO AN EDUCATIONAL CREDENTIAL ASSESSMENT (ECA)**

FOR THE PURPOSE OF CANADIAN IMMIGRATION PROGRAMS

Office Use Only	
File #	_____
Regular	_____ Rush _____
Duplicate Copies	_____
Dispatch By Mail	_____ By Courier _____ Pick Up _____

APPLICANT INFORMATION AND MAILING ADDRESS

Please provide the date(s) of your original CES Assessment Report(s):	
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Surname/Family Name (exactly as shown on your identification)
First/Given Name	Middle Name
Maiden/Former Name	Date of Birth MM/DD/YYYY

MAILING ADDRESS

Apt/Unit	Street Number	Street
City/Town		Province/State
Country		Postal Code/Zip Code
Email		Phone Number

IMPORTANT: We will communicate primarily by e-mail. For confidentiality, please provide an email address used exclusively by yourself.**For which Canadian Immigration Program do you intend to use the ECA?**

- For Federal (IRCC) Immigration Programs
- Both Federal (IRCC) Immigration and Provincial Nominee Programs (PNP).
By selecting this option, I agree to have CES share my ECA with provincial and/or territorial nominee program officials.

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](#).

What is your intended occupation in Canada?

I would like to receive updates from the University of Toronto School of Continuing Studies regarding professional development courses and programs (You may unsubscribe at any time).

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

COMPARATIVE EDUCATION SERVICE (CES)

APPLICATION FOR AN UPGRADE TO AN EDUCATIONAL CREDENTIAL ASSESSMENT (ECA) FOR THE PURPOSE OF CANADIAN IMMIGRATION

EDUCATION HISTORY Please list and provide the required documents outlined on pages 1 and 5 for **each completed certificate, diploma or degree you wish to have** assessed and verified. If the name of the institution has changed, please add its current name.

CES MUST receive official transcripts in a sealed envelope mailed directly to CES from each institution listed in this application. CES will not provide an ECA report until satisfied that all the required official documents for the credentials you wish to have assessed are received and verified. **NOTE:** If you wish to include more credentials than provided for below, please use extra pages.

1. Name of Post-Secondary Institution:				
City/Town			Country	
Name of Completed Certificate/ Diploma/Degree			Official length of Program (in years)	
Major/Specialization			I agree to have official transcripts sent directly from the academic institution to CES <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates Attended MM/YYYY	From MM/YYYY	To MM/YYYY	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Awarded MM/YYYY

2. Name of Post-Secondary Institution:				
City/Town			Country	
Name of Completed Certificate/ Diploma/Degree			Official length of Program (in years)	
Major/Specialization			I agree to have official transcripts sent directly from the academic institution to CES <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates Attended MM/YYYY	From (numerals only)	To (numerals only)	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Awarded (numerals only)

3. Name of Post-Secondary Institution:				
City/Town			Country	
Name of Completed Certificate/ Diploma/Degree			Official length of Program (in years)	
Major/Specialization			I agree to have official transcripts sent directly from the academic institution to CES <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates Attended MM/YYYY	From (numerals only)	To (numerals only)	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Awarded (numerals only)

4. Name of Secondary School:				
City/Town			Country	
Name of Completed Certificate/ Diploma			Official length of Program (in years)	
Major/Specialization			I agree to have official transcripts sent directly from the academic institution to CES <input type="checkbox"/> Yes	

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

APPLICANT'S AGREEMENT AND INFORMED CONSENT

I hereby request an assessment of the enclosed documents. I certify that all statements and materials filed in support are true and genuine. I understand that in some cases, CES may ask to review my original documents and request additional documents and/or information. In addition, I acknowledge that documents submitted will not be returned to me and that all fees are final and non-refundable. I will notify CES in writing of any change in my personal information or my decision to designate a third party to represent me during the CES application process.

I hereby authorize the Comparative Education Service (CES) of the University of Toronto School of Continuing Studies to contact the institution(s) that issued my academic documents for the purposes of:

- verification of document authenticity
- requesting information to assist in the assessment.

I furthermore authorize and direct the said institution(s) to release to CES any information contained in their respective files concerning my educational records and any other information that may be relevant to my application for credential assessment. I agree that I will be responsible for any applicable fees or verification costs required by my former institution(s).

I understand that my personal information is being collected for the purpose of obtaining an Educational Credential Assessment Report for immigration purposes, as authorized by Immigration, Refugees and Citizenship Canada (IRCC) and any Provincial and Territorial authorities participating in the PNP. CES does not collect this information on behalf of IRCC or any Provincial and Territorial authorities. I hereby authorize CES to share my personal information, Educational Credential Assessment Report and related documents with IRCC or any Provinces and Territories for the purpose of applying for Canadian immigration under the Immigration and Refugee Protection Act. I understand that the information shared by CES with IRCC will be stored in Personal Information Banks (PPU 042 entitled Immigrant Case File and PPU 053 entitled Permanent Resident Data System). The information may be shared with other Canadian government institutions such as the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), and foreign governments in accordance with subsection 8(2) of the Privacy Act. It may also be disclosed to foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation where such sharing of information may not put the individual and or his/her family at risk. Information may also be systematically validated by Canadian government institutions under the terms of an agreement or arrangement for the purposes of validating status and identity to administer their programs.

Under the provisions of the Privacy Act and the Access to Information Act, individuals have the right to protection of and access to their personal information. Details on these matters are available at the Infosource website (infosource.gc.ca) and are also available at public libraries across Canada.

I authorize that my date of birth (DOB) be used for identification purposes on my Educational Credential Assessment report. I understand that my Educational Credential Assessment Report will be valid for immigration purposes for a period of five years from the date it is issued, as per IRCC's requirement. I agree that CES may store my ECA Report indefinitely. I agree that CES may retain my personal non-financial information for ten years from the date of my application, and that it may retain this information indefinitely, if CES determines that any of my documents are not authentic. I understand that measures will be taken in the event that my documents are determined to be false, including the nullification of any Educational Credential Assessment reports already issued and notification to IRCC and other governmental and assessment agencies, which will include my name and date of birth.

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.

IMPORTANT: This application form must be signed by the person whose name appears on the academic documents.

Applicant Name (please print) _____

Applicant Signature _____

Date (MM/DD/YYYY) _____

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, please contact scs.privacy@utoronto.ca

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

COMPARATIVE EDUCATION SERVICE (CES)

SERVICE OPTIONS AND PAYMENT METHODS

A completed CES ECA report package includes:

- Two original copies of your ECA Report (one for you and one for submission to IRCC)
- An electronic (unofficial) copy of your ECA Report
- Secure electronic storage of your ECA - viewable only by Immigration officials in Canada
- A one-time \$200 tuition discount from the University of Toronto School of Continuing Studies, applicable to courses offered by The School.

Please indicate the service options you require. **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.

UPGRADE SERVICE

\$135.60

Service time varies, depending on the volume of applications. Visit www.learn.utoronto.ca/ces for updates.

DELIVERY OPTIONS - Please note that CES processing times do not include delivery.

- | | | |
|--|--|---|
| <input type="checkbox"/> Pick Up - No extra fee | <input type="checkbox"/> Regular Mail Service within Canada - No extra fee | <input type="checkbox"/> Regular Mail Service International \$10 + 13%HST |
| <input type="checkbox"/> Courier Service within Canada \$25 + 13%HST | | <input type="checkbox"/> Courier Service International \$90 + 13%HST |

IMPORTANT: CES is not responsible for lost or misdirected mail. If your mailing address changes, visit the online contact form: learn.utoronto.ca/international-professionals/comparative-education-service-ces/contact-us

PAYMENT METHODS

- American Express MasterCard Visa Money Order / Bank Draft Certified Cheque

Credit Card Number	Name of Card holder
Expiry Date	Total Fee (Canadian \$)

Note: If the credit card holder is not the applicant, the actual card holder must complete the information below.

CES will accept bank certified cheques and money orders issued by Canadian banks and made payable to the **University of Toronto**. Once the payment is processed by CES, this payment information will not be retained as part of the application package. Personal cheques, bank drafts, debit cards, and cash are **NOT** accepted. If paying by credit card please complete, 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 the CES Terms and Conditions.

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

Credit Card Holder Signature: _____

Date (MM/DD/YYYY): _____

COMPARATIVE EDUCATION SERVICE (CES)

REQUIRED DOCUMENT CHECKLIST

IMPORTANT: CES will not assess incomplete applications. All fees are final and non-refundable once an application is submitted. Please include this required checklist as part of your application. Mark an "X" in the box of the items listed below:

<input type="checkbox"/> A completed and signed Upgrade to ECA application form.	
<input type="checkbox"/> A completed and signed Authorization to Release Information, Designate Representation (if applicable).	
<input type="checkbox"/> A colour photocopy of both sides of the award, degree, diploma or certificate for each completed program of study, in its original language and official English or French translation (if applicable). Note: Check CIC website http://www.cic.gc.ca/english/immigrate/skilled/index.asp for specific requirements pertaining to program completion.	
<input type="checkbox"/> A colour photocopy of both sides of your government-issued identification showing date of birth. This information is required to identify you as the rightful owner of the documents. If your name has changed since your studies, you must provide a photocopy of your marriage certificate a proof of name change document showing both your original name and current name.	
<input type="checkbox"/> A colour photocopy of both sides of your academic records/transcripts/statements of marks for each completed program of study in its original language with official English or French translation (if applicable).	
<input type="checkbox"/> Full payment MUST accompany this application form.	
<input type="checkbox"/> A colour photocopy of your CES Assessment letter issued on or after April 17, 2011	
Note: If your previous assessment letter was not prepared based on official academic records and/or directly verified by each issuing institution, you will be required to arrange to have official academic records/transcripts/statement of marks mailed directly from each educational institution listed on this CES application form. When CES receives your application, you will be notified if more documentation is required. If additional documents are required CES will not be able to provide an Assessment Report until all the required documents are received. Note: All Applicants with studies in the People's Republic of China (PRC) should see below for important information.	
CES Address	
Comparative Education Service (CES) University of Toronto School of Continuing Studies 158 St. George Street Toronto, ON M5S 2V8 Canada	Official Academic Records from issuing institutions must be signed, sealed and mailed to: Comparative Education Service (CES) University of Toronto School of Continuing Studies <u>c/o Research Department</u> (CDN Immigration Programs) 158 St. George Street Toronto, ON, Canada M5S 2V8

IMPORTANT: PLEASE READ BEFORE SUBMITTING YOUR APPLICATION PACKAGE.

We accept colour photocopies only. Do NOT send original documents or black and white photocopies. If your documents are not in English or French, you **MUST ALSO** submit word-for-word translation for each document submitted.

Please ensure that every page is colour photocopied in its entirety and that all text is readable. Photocopy the back of the document as well, if it contains signatures, numbers or stamps. Document size can be reduced if necessary, but do ensure that everything is clear and legible and that no information is cut off. We do not accept black and white copies.

For document requirements by country of education, consult: <http://learn.utoronto.ca/international-professionals/comparative-education-service-ces/country-list>. Please note this list is not yet complete. If you have a credential from a country not on this list and are not certain about what documents to include, please inquire by emailing ces.info@utoronto.ca. All Applicants with completed studies in the People's Republic of China (PRC) should refer to the Document Requirements www.learn.utoronto.ca/international-professionals/comparative-education-service-ces/country-list/china for more information.

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