
UNIVERSITY OF TORONTO

Comparative Education Service (CES)

SCHOOL OF CONTINUING STUDIES

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

The Comparative Education Service (CES) is designated by Immigration, Refugees and Citizenship Canada (IRCC) to provide Educational Credential Assessments (ECA) reports for Canadian Immigration Programs. If you already have an ECA report for General Purposes from CES that was issued on or after April 17, 2011, you may apply to CES to upgrade it for immigration purposes.

CES uses well-established methodologies to authenticate and compare your educational documents. CES ECA reports for immigration purposes will indicate the general comparability of **completed** international educational credentials to educational credentials awarded in Canada.

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

A completed CES ECA report package includes:

- Two original copies of your ECA Reports
- 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 (SCS), applicable to courses offered by SCS.

APPLICATION TO UPGRADE YOUR CES EDUCATIONAL CREDENTIAL ASSESSMENT FOR CANADIAN IMMIGRATION PROGRAMS

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.

Please provide the reference number of your original CES Assessment Report(s)	
Please provide the date(s) of your original CES Assessment Report(s)	

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

What is your intended occupation in Canada?

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.

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

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EDUCATION HISTORY

Please list and provide the required documents outlined on pages 1 and 6 for each **certificate, diploma, degree or program of study you wish to have assessed**. If the name of the institution has changed, please add its current name. **CES MUST receive all official transcripts mailed directly to CES in a sealed envelope from each institution listed on this application**. CES will not be able to provide you with an assessment report until satisfied that **all** the required official documents are received for the credentials you would like to have assessed.

NOTE: Please use additional pages if you wish to have more than three credentials assessed.

Credential 1					
Name of Academic Institution					
City/Town			Country		
Name of Degree/Diploma/ Certificate					
Major/Specialization				Official length of program (in years)	
Dates Attended	From (MM/YYYY)	To (MM/YYYY)	Graduated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Awarded (MM/YYYY)

Credential 2					
Name of Academic Institution					
City/Town			Country		
Name of Degree/Diploma/ Certificate					
Major/Specialization				Official length of program (in years)	
Dates Attended	From (MM/YYYY)	To (MM/YYYY)	Graduated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Awarded (MM/YYYY)

Credential 3					
Name of Academic Institution					
City/Town			Country		
Name of Degree/Diploma/ Certificate					
Major/Specialization				Official length of program (in years)	
Dates Attended	From (MM/YYYY)	To (MM/YYYY)	Graduated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Awarded (MM/YYYY)

APPLICATION TO UPGRADE YOUR CES EDUCATIONAL CREDENTIAL ASSESSMENT FOR CANADIAN IMMIGRATION PROGRAMS

TERMS & CONDITIONS**PRIVACY TERMS**

1. The University of Toronto (UT) collects personal information provided by you, through your registration and application, under the authority of Freedom of Information and Protection of Privacy Act RSO. 1990, c.F.31. Please refer to our Privacy Policy for more information.
2. Personal information provided by you will be used to assess and evaluate the education earned outside of Canada against the accepted credentialed standards within Canada. If you are applying for or updating an existing ECA for Canadian Immigration purposes, then your ECA report and the personal information contained within will be disclosed to IRCC in support of that purpose.
3. No personal information that you provide will be released to a third party without your prior consent, except if UT determines that you have submitted false documents, in which case, UT may notify government and non-government agencies and disclose your personal information to government and non-government agencies and associations where UT determines that you have submitted false documents.
4. By submitting your signed application for an ECA, you hereby release the UT, its agents, and any person or entity that provides information in accordance with your consent, from any and all actions, claims and demands for damages, loss, expense, or injury, howsoever arising, which may hereafter be sustained by you as a result of the provision, collection, use or disclosure of information as set out herein.
 - I agree that UT may retain my personal non-financial information which will include my name and date of birth for at least ten years from the date of my application, and that it may retain this information indefinitely if CES determines that my documents are not authentic.
 - I agree that my date of birth (DOB) will be used for identification purposes on my ECA report.
 - I agree to the collection, use, and disclosure of my personal information as described above.

GENERAL TERMS AND CONDITIONS

5. CES ECA reports are advisory in nature and do not supersede the admission policies of any particular educational institution or the established requirements of any professional association, regulatory body, or government agency.
6. CES ECA reports include only academic credentials received through formal education completed at academic institutions. Non-formal and non-academic qualifications will not be assessed or included in the ECA report.
7. ECA reports will not be released to applicants until all applicable fees are paid in full.
8. No refunds are offered for canceled or incomplete ECA applications.
9. All formal communications on ECA applications are conducted in writing.
10. Applications that are incomplete for more than 90 days will be terminated and all information provided in the application and documents received by UT will be disposed of according to the records retention and disposal policy of UT. A new application may be commenced and will be subject to all applicable fees.
11. An Immigration ECA report will be valid for a period of five years from the date it is issued, in accordance with IRCC requirements.
12. Measures will be taken in the event that documents submitted are determined to be false, including the nullification of any ECA reports already issued and notification of IRCC and other assessment agencies, which will include the applicant's name and date of birth.
13. UT will cancel, without refund, any application for assessment if any submitted documents have been falsified, forged, misrepresented, or altered in any way.
14. UT reserves the right to verify educational credentials with the issuing institution/authority including, but not limited to, sending copies of transcripts to the institution/authority for verification and/or authentication. The applicant is responsible for covering any fees that may be associated with these verification processes.
15. Processing times may vary. Any estimates of time for completion are calculated from the day the required documents are supplied to UT and not calculated from the day the application is commenced. If UT deems it necessary to contact the appropriate authorities to obtain information about the program of study and/or to require verification of the documents, processing time may be longer.

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TERMS & CONDITIONS CONTINUED

16. UT does not guarantee the issuance of an ECA report if UT is not satisfied with the official documents received and/or cannot obtain information or verification from the applicable institution(s).
17. UT is not responsible for lost or misdirected mail.
18. UT, its agents, and any person or entity that provides information in accordance with the applicant's consent, is hereby released from any and all actions, claims, and demands for damages, loss, expense, or injury, howsoever arising, which may hereafter be sustained by the applicant as a result of the provision, collection, use, or disclosure of information described herein.

19. THIRD PARTY REPRESENTATION

If you wish to have a Third Party represent you (e.g. Lawyer, Immigration Consultant), please complete the Designate or Withdraw Representation Third-Party-Release-Information form. Please note that you must still provide your original signature on the application documents; no one else may sign on your behalf.

20. REVIEW AND APPEAL PROCESSES

I. Error / Omission

Upon receipt of your ECA report, please contact CES within 30 days of its date of issue to report an error.

II. Disagreement with Outcome

ECAs are based upon established and current CES policies approved by the University of Toronto's School of Continuing Studies Comparative Education Service Management Committee. They comply with the procedural and substantive standards set out in the Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials.

If you have questions or concerns about any aspect of your assessment outcome, you may initiate a progressive review process:

1. Please notify CES of your concern by contacting us by e-mail within 30 days of your date of issue. The Credentials Assessor who provided the assessment and/or Peer Reviewers will respond to you electronically within 5 business days. If a change in outcome is warranted, the report will be revised. Otherwise, an explanation of the rationale used in attaining the listed outcome will be provided.
2. If you remain unsatisfied with the review process, you may submit an Official Appeal in writing within 90 days of the date on your report. A \$199 fee is applicable. Your ECA decision appeal request must state your reasons for disagreeing with the outcome and provide documentation that supports your claims. The Appeal Panel, comprised of the Senior Credentials Assessor and Comparative Education Service Management Committee, will conduct the review and notify you of the outcome and its rationale within 20 business days of the receipt of your appeal request, supporting documentation, and payment.
3. Please note that this review process is exhaustive and its decisions are final. If your appeal is successful, CES will issue a revised ECA report and your appeal fee will be refunded.

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

Applicant Name: _____ **Applicant Signature:** _____ **Date:** _____

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SERVICE OPTIONS AND PAYMENT METHODS

Full payment must accompany this application form and include both the service and delivery options selected.

Please note that all fees are **final and non-refundable**, and subject to change without notice. CES accepts credit cards only; personal cheques, bank drafts, debit cards, and cash are NOT accepted.

- If you are submitting this form by **mail** or **fax**, please fill out the credit card information below.
- If you are submitting this form **electronically**, please do not include your payment information; we invite you to contact us by phone to process your payment.

Upgrade Fee	\$135.60
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To submit a copy of your ECA to a Provincial Nominee Program (PNP) you will need to request *duplicate copies below*.

+ DUPLICATE COPIES OF ASSESSMENT REPORTS per copy	\$32.77 (\$29 + 13% HST)	Copies required: _____
+ DELIVERY OPTIONS – Please note that processing time does not include delivery.		
<input type="checkbox"/> Pick Up	No Fee	
<input type="checkbox"/> Courier Service within Canada and Continental USA (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: If your mailing address changes, visit <http://learn.utoronto.ca/international-professionals/comparative-education-service-ces/contact-us> and submit an online contact form.

+ SEND YOUR ECA TO A THIRD PARTY OTHER THAN IRCC	\$32.77 + Delivery Fee (see fees above)
I authorize CES to release a copy of my Educational Credential Assessment Report to the following Third Party:	
Name of Organization:	
Address	
City/Town	Province/State
Country	Postal Code/Zip Code
Email	Phone Number
<input type="checkbox"/> Courier Service within Canada and Continental USA \$61.02 (\$32.77+\$28.25)	<input type="checkbox"/> Courier Service International \$135.47 (\$32.77+\$101.70)

PAYMENT METHODS		
<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Credit Card Number	Name of Card Holder	
Expiry Date (MM/YY)	Credit Card Security Code* (CSC/CVV)	Total Fee (Canadian \$)

*The Credit Card Security Code (CSC or CVV) is a number printed on your credit card (not on your receipts or statements) for additional security. For Visa and MasterCard it is a 3-digit number printed in the signature field on the back of your credit card; for American Express it is a 4-digit number appearing on the front.

If the card holder is different from the applicant, please complete the following:

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): _____

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APPLICATION GUIDE AND 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 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 application form.
<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 or a proof of name change document showing both your original name and current name. We do not accept government-issued health cards.
<input type="checkbox"/> A colour photocopy of both sides of the award for each completed degree, diploma or certificate, you would like to have assessed, in its original language with an official English or French translation (if applicable).
<input type="checkbox"/> A colour photocopy of both sides of each page of your academic records (transcripts/statements of mark) for the completed program of study, you would like to have assessed, in their original language and an official English or French translation (if applicable).
<input type="checkbox"/> Full payment MUST accompany this CES application form.
<input type="checkbox"/> Arrange to have <u>official academic records (transcripts/statements of marks)</u> sent directly to CES in a sealed envelope from each educational institution listed on this CES application form (if applicable) If your assessment letter/report was not prepared based on official academic records, 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. CES will not be able to provide an ECA report until all official academic records are received. If you require a form to facilitate this process, you can use the Request for Official Academic Records form located at learn.utoronto.ca/ces
<input type="checkbox"/> A completed and signed Authorization to Release Information, Designate Representation Form (if applicable).

CES Application Mailing Address	Official Academic Records Mailing Address
Comparative Education Service (CES) University of Toronto School of Continuing Studies 158 St. George Street Toronto, ON M5S 2V8 Canada	Student No: _____ Comparative Education Service (CES) University of Toronto School of Continuing Studies 158 St. George Street Toronto, ON M5S 2V8 Canada

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 a word-for-word official 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, even if it is blank. Document size can be reduced if necessary, **but do ensure that everything is clear and legible and that no information is cut off.**
- 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 we receive all the required documents.
- For document requirements by country of education, please visit: <http://learn.utoronto.ca/international-professionals/comparative-education-service-ces/apply-now/required-documents>. Please note this list is continually under review.

Note: Check the IRCC website for specific requirements.