



Comparative Education Service (CES)- Agri-Food Immigration Pilot Application Instructions

Document Submission Instructions

Please follow these instructions to ensure your supporting document meet CES document requirements for us to issue the Educational Credential Assessment (ECA) to you. Your application requires both scanned copies of documents provided to CES within your online application (Part A) and your Official Academic Record sent to CES directly from the appropriate institution, in a sealed envelope (Part B).

Part A: Supporting documents required within the online application

Part A-1: Personal Information

- Scanned copy of Government-issued identification (ID)
 - This document must clearly indicate your full name and date of birth
 - Acceptable documents include: Passport (information pages), Driver's Licence, or National Identity Card
 - We do not accept government-issued health cards
 - Scan both sides of the document
 - Ensure all pages are clear and legible and that no information is cut off
 - Accepted formats and file extensions: doc, Docx, jpg, pdf, png
 - Maximum file size: 10240 KB
- Government-issued identification translation
 - Documents not in English or French must be accompanied with official word-for-word translations
 - Scan both sides of the document
 - Ensure all pages are clear and legible and that no information is cut off
 - Accepted formats and file extensions: doc, Docx, jpg, pdf, png
 - Maximum file size: 10240 KB
- Proof of name change
 - Provide this document if your name on your ID appears differently on your academic documents

- Acceptable documents include: a marriage certificate, an official government name change document, or a sworn affidavit
- The document should show both your original and current name
- Scan both sides of the document
- Ensure all pages are clear and legible and that no information is cut off
- Accepted formats and file extensions: doc. Docx, jpg, pdf, png
- Maximum file size: 10240 KB
- Proof of name change translation
 - Name change documents not in English or French must be accompanied with official word-for-word translations
 - Scan both sides of the document
 - Ensure all pages are clear and legible and that no information is cut off
 - Accepted formats and file extensions: doc. Docx, jpg, pdf, png
 - Maximum file size: 10240 KB

Part A-2: Academic Documents (your copy)

Academic documents required can vary by country. For detailed instructions for your specific country, please refer to the table below. If your country is not listed in the table below, please contact CES.

- All documents listed in the table not in English or French must be accompanied with official word-for-word translations.
- Scan both sides of the documents
- Ensure all pages are clear and legible and that no information is cut off
- Accepted formats and file extensions: doc. Docx, jpg, pdf, png
- Maximum file size: 10240 KB

Country	Final Award	Academic Record
Bangladesh	Higher Secondary Certificate/ Intermediate Certificate	Higher Secondary Certificate/ Intermediate Certificate Examination Result Cards
El Salvador	Certificate of Secondary Education (Bachiller)	Certificado de estudios
England	General Secondary Education Certificate (O-LEVELS or A-LEVELS), BTEC Level 2 Diploma	N/A BTEC Level 2 Results Statement
Guatemala	Bachiller/Maestra/Perito/Técnico	Cerificado de notas
Honduras	Bachiller	Certificado de Estudios
India	Higher Secondary Certificate/Intermediate Certificate/Pre-University Certificate	Higher Secondary Certificate/Intermediate Certificate/Pre-University Certificate Examination Result Card

Indonesia	Surat Tanda Tamat Belajar Sekolah Menengah Atas/Surat Tanda Tamat Belajar Sekolah Menengah Umum	Academic Record
Italy	Diploma di Superamento Del' Esame di Stato,/Diploma di Maturita,/Diploma di Perito and pagelle scolastiche,	Transcript/Academic Record or Completion Certificate
Jamaica	CXC or CAPE (Secondary Education Certificate, Caribbean Advanced Proficiency Examination), Certificate confirming graduation from a Secondary High School, Certificate confirming graduation from a Technical High School, Certificate confirming graduation from an Agricultural/Vocational High School, Secondary School Certificate awarded by the Ministry of Education	Transcript
	School leaving certificate or high school diploma	Transcript
Mexico	Técnico/Bachiller	Certificado de estudios
Myanmar	Basic Education High School Examination/Matriculation Results	N/A
Nepal	Higher Secondary Certificate, Proficiency Certificate, Intermediate Certificate or the Uttar Madhyama Examination Certificate	N/A
Nigeria	West African Senior School Certificate (WASSCE) results/National Examinations Council (NECO) Senior Secondary Certificate Examination	N/A
	School Leaving Certificate	Transcript
Panama	Bachiller/Maestra/Perito,	Cerificado de notas
Philippines	Katunayan/Katibayan (High School Diploma)	Transcript
Poland	Indeks for the Swiadectwo Dojrzałości / Matura / Swiadectwo Ukonczenia	Indeks (Records)
Thailand	Upper Secondary (Mayatom 6) School Completion	Transcript
Ukraine	Атестат про повну загальну середню освіту (Certificate of Completed General Secondary Education)	Додаток до атестата про повну загальну середню освіту (Attachment to the Certificate of Completed General Secondary Education)
Venezuela	Técnico Medio/Bachiller	Notas Certificadas
Vietnam	Bằng tốt nghiệp trung học phổ thông (Graduation Diploma for General Upper Secondary Education)	Transcript

Part B: Official Academic Record

For detailed instructions for your specific country, please refer to the table below. If your country is not listed in the table below, please contact CES.

- Your official academic record (transcript) must be
 - sent directly to CES by the appropriate institution, in an institution-sealed envelope
 - or
 - forwarded by you to CES, in an institution-sealed envelope if the appropriate institution has released the official/attested academic record/transcript to you
- Official academic record must be freshly signed, stamped, and dated by the officials (e.g. Registrar, Controller of Examinations) of the appropriate institution
- Plain photocopies without fresh stamp and signature are not acceptable for this requirement
- Official academic record must be sealed in the appropriate institution's envelope with an institution stamp, a seal, or a signature over the back flap
- Clearly mark the envelope with your CES Student Number and have it sent to
 Student No: X _____
 Comparative Education Service
 University of Toronto School of Continuing Studies
 158 St. George Street
 Toronto, ON M5S 2V8
 Canada

Country	Official Academic Record	Appropriate Issuing Institution
1. Bangladesh	Verified/Attested Higher Secondary Certificate/ Intermediate Certificate Examination Result Cards	the Board of Intermediate and Secondary Education
2. El Salvador	Official/verified/attested Certificado de estudios	Secondary School
3. England	Official General Secondary Education Certificate (O-LEVELS or A-LEVELS),	Examination Body (e.g. Cambridge, OCR)
	Official BTEC Level 2 Results Statement	Pearson Ltd
4. Guatemala	Official/verified/attested Certificado de notas	Secondary School
5. Honduras	Official/verified/attested Certificado de Estudios	Secondary School
6. India	Verified/Attested Higher Secondary Certificate/Intermediate Certificate/Pre-University Certificate Examination Result Card	Examination Board (e.g. Punjab School Education Board)
7. Indonesia	Official/verified/attested Academic Record	Secondary School

8. Italy	Official/Verified/Attested transcript/academic record or completion certificate	Secondary School
9. Jamaica*	Official CXC or CAPE (Secondary Education Certificate, Caribbean Advanced Proficiency Examination)	Caribbean Examination Council (CXC)
	Official Transcript for High School diploma/School Leaving Certificate	High School
10. Mexico	Official/verified/attested Certificado de estudios	Secondary School
11. Myanmar	Official Basic Education High School Examination/Matriculation Results	Ministry of Education
12. Nepal	Verified/Attested Higher Secondary Certificate, Proficiency Certificate, Intermediate Certificate or the Uttar Madhyama Examination Certificate	Examination Board or University
13. Nigeria*	Official West African Senior School Certificate (WASSCE) results/National Examinations Council (NECO) Senior Secondary Certificate Examination	West African Senior School Certificate (WASSCE) or National Examinations Council (NECO)
	Official Transcript for School Leaving Certificate	Secondary School
14. Panama	Official/verified/attested Certificado de notas	Secondary School
15. Philippines	Official Transcript	Secondary School
16. Poland	Official Transcript	Secondary School
17. Thailand	Official Transcript	Secondary School
18. Ukraine	Official/Verified/Attested Додаток до атестата про повну загальну середню освіту (Attachment to the Certificate of Completed General Secondary Education)	Secondary School
19. Venezuela	Official/Verified/Attested Notas Certificadas	Secondary School. If your institution has closed, please contact the Ministerio de Poder Popular para la Educacion
20. Vietnam	Official Transcript	Secondary School

*The transcript from the high school/senior secondary school must show the completion of the high school/senior secondary school program