

## Comparative Education Service (CES)

SCHOOL OF CONTINUING STUDIES

### CES PAYMENT AUTHORIZATION FORM

#### SERVICE OPTIONS AND PAYMENT METHODS

**Full payment details must be included in this payment authorization 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.

<b>APPLICANT FULL NAME:</b>	<b>STUDENT NUMBER: X</b> _____
<b>DELIVERY OPTIONS – Please note that processing time does not include delivery.</b>	
<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, please update your mailing address at your earliest convenience by logging into your [online profile](#).

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

Once the payment is processed by CES, this payment information will not be retained as part of the application package. 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):** \_\_\_\_\_

Submission instructions are provided on the overleaf.

# CES PAYMENT AUTHORIZATION FORM SUBMISSION INSTRUCTIONS

## 1. ONLINE SUBMISSION

1. Follow [this link](#) (or link below) to submit a “CES Missing Documents” application form. Click “Apply Now”.

“CES Missing Documents” application form link:

<https://2learn.utoronto.ca/portal/applications/applicationProfile.do?method=loadApplicationIndex&applicationProfileId=46514990>

2. You may be prompted to log in to your account.

3. Locate AP0007 – CES Missing Documents.

4. Click "Apply Now" and then click the Start” button to initiate the application.

5. Follow the instructions listed on the application form. Click “Submit Application” once you are finished.

## 2. SUBMISSION BY MAIL

### CES Mailing Address

Comparative Education Service (CES)  
University of Toronto School of Continuing Studies  
158 St. George Street  
Toronto, ON M5S 2V8  
Canada  
Fax: 416-978-2185