

## Comparative Education Service (CES)

SCHOOL OF CONTINUING STUDIES

### REQUEST TO HAVE OFFICIAL ACADEMIC RECORD (TRANSCRIPT/STATEMENTS OF MARKS) SENT TO THE COMPARATIVE EDUCATION SERVICE (CES) ELECTRONICALLY

Use this form to have your official/verified/attested academic record (transcript/statements of marks) sent directly to the Comparative Education Service (CES) electronically in order to obtain an Educational Credential Assessment. CES will not be able to provide you with an educational credential assessment report until we are satisfied that **all** the required official documents are received for the credentials you would like assessed. Please use additional copies of this form as necessary. Some educational institutions may charge a fee for this service, which is the responsibility of the applicant.

#### APPLICANT INFORMATION

<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	Student No: X _____
Family Name/Surname (exactly as shown on your identification)			
First/Given Name		Middle Name	
Date of Birth (MM/DD/YYYY)		Email	

#### INSTITUTION INFORMATION

Institution Name			
Name of Award			
Major			
Dates Attended	From (MM/YYYY)	To (MM/YYYY)	Date of Award (MM/YYYY)

**INFORMED APPLICANT'S AGREEMENT AND CONSENT:** I authorize and direct the above institution to release to the Comparative Education Service (CES) any information contained in its respective files concerning my educational records and any other information that may be relevant to my application for an Educational Credential Assessment. I agree that I will be responsible for any applicable fees or verification costs required by my former institution.

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 request form must be signed by the person whose name appears on the academic documents.**

*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 privacy measures, please contact [scs.privacy@utoronto.ca](mailto:scs.privacy@utoronto.ca).*

Applicant Name (please print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Comparative Education Service (CES)

## REQUEST TO HAVE OFFICIAL ACADEMIC RECORD (TRANSCRIPT/STATEMENTS OF MARKS) SENT TO THE COMPARATIVE EDUCATION SERVICE ELECTRONICALLY

**Note to Authorized Official:** The aforementioned individual would like to have his/her academic records/credentials verified and assessed. Please send his/her official/verified/attested academic record (transcript/statements of marks) directly to the Comparative Education Service (CES) from your appropriate official institutional email to the email address listed below.

Name of Institution's Authorized Official <small>(please type or print)</small>		
Title/Position		
Address		
City/Town	Country	Postal/Zip Code
Telephone	Email	

I confirm that \_\_\_\_\_  
Student Name

attended \_\_\_\_\_  
Institution Name

\_\_\_\_\_ Name of Program/Major \_\_\_\_\_ Official Program Length

\_\_\_\_\_ From Month/Year \_\_\_\_\_ To Month/Year

\_\_\_\_\_ Name of Degree/Diploma/Certificate \_\_\_\_\_ Date Awarded

I have enclosed this applicant's official academic record (transcript/statement of marks).

I confirm that the information and enclosed documents accurately represent our institution's official records.

\_\_\_\_\_ Authorized Official's Name (please print)

\_\_\_\_\_ Authorized Signature/Institution Seal \_\_\_\_\_ Date (MM/DD/YYYY)

PLEASE SEND THIS FORM AND THE OFFICIAL ACADEMIC RECORD ELECTRONICALLY DIRECTLY TO:



[ces.transcripts@utoronto.ca](mailto:ces.transcripts@utoronto.ca)

**Please ensure the subject line includes**

Student's Last Name, Student's First Name, CES Reference Number X\_\_\_\_\_



UNIVERSITY OF TORONTO  
SCHOOL OF CONTINUING STUDIES