

# Comparative Education Service (CES)

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

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The Comparative Education Service (CES) is designated by Immigration, Refugees and Citizenship Canada (IRCC) to provide Educational Credential Assessment (ECA) reports for Canadian Immigration programs. You may apply to upgrade your General-purpose assessment for Immigration use if your General credential assessment satisfies **both** of the following criteria:

1. issued on/after April 11, 2011
2. not issued within the past six months

CES uses well-established methodologies to authenticate and compare your educational credentials. 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/comparative-education-service](http://learn.utoronto.ca/comparative-education-service)

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### A completed CES ECA report package includes:

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

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### 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/comparative-education-service](http://learn.utoronto.ca/comparative-education-service) for the **Authorization to Release Information, Designate Representation Form**.

What is your intended occupation in Canada?
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For which Canadian Immigration Program do you intend to use the ECA?  <input type="checkbox"/> For Federal (IRCC) Immigration Programs  <input type="checkbox"/> 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.
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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).	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.

<b>Credential 1</b>					
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)

<b>Credential 2</b>					
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)

<b>Credential 3</b>					
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)

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### AGREEMENT TO REQUEST OFFICIAL ACADEMIC RECORDS

I will arrange to have official academic records (transcripts/statement of marks) sent directly from the issuing institution(s) to the Comparative Education Service (CES) of the University of Toronto School of Continuing Studies address (page 6 of this application form) in a sealed envelope unless otherwise specified under the [Required Documents by Country of Education](#). This is a mandatory requirement for each credential I wish to have assessed. It is my responsibility to make this arrangement. CES cannot order these documents for me. I acknowledge that no assessment report will be issued until the documents are received and accepted by CES.

**Check off one the following that applies:**

- My assessment report/letter for general purposes was issue based on official academic records
- I have read and understood the conditions and agree to contact my issuing institution to have my official academic records sent to CES for all credential(s) listed above.

### 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 of my application are true and genuine. I understand that in some cases, the Comparative Education Service (CES) of the University of Toronto School of Continuing Studies may ask to review my original documents as well as additional documents and/or information.

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 to my personal information, including my address, or my decision to designate a third-party to represent me during the CES application process.

I hereby authorize CES to contact the institution(s) that issued my academic documents for the purposes of:

1. Verification of document authenticity
2. Requesting information to assist in the assessment

Furthermore, I 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 requested by my former institution(s).

I understand that my personal information is being collected for the purpose of obtaining an Educational Credential Assessment (ECA) Report for immigration processes as authorized by Immigration, Refugees, and Citizenship Canada (IRCC) and any Provincial and Territorial authorities participating in the Provincial Nominee Programs (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, ECA Report and enclosed 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) and that 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 also may 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 other 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](http://infosource.gc.ca)) as well as at public libraries across Canada.

I understand that this Educational Credential Assessment (ECA) Report will be valid for a period of five years from the date it is issued, as per IRCC's requirement. With written or electronic authorization, CES can store my ECA Report and/or records indefinitely. I authorize that my date of birth (DOB) be used for identification purposes on my ECA Report. I agree that CES may retain my personal non-financial information which will include my name and date of birth for 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 understand that measures will be taken in the event that my documents are determined to be false, including the nullification of any ECA reports already issued and notification to IRCC, Provincial and Territorial Governments and other assessment agencies.

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

*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 CES privacy*

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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**, please fill out the credit card information below.
- If you are submitting this form **electronically**, we invite you to contact us using the support request form at <https://learn.utoronto.ca/comparative-education-service/contact-us> so we can provide you with the secure link to upload your application form.

<b>Upgrade Fee</b>	<b>\$135.60</b>
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<b>+ DUPLICATE COPIES OF ASSESSMENT REPORTS per copy</b>	\$32.77 (\$29 + 13% HST)	<b>Copies required: _____</b>
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**+ 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 <https://learn.utoronto.ca/comparative-education-service/contact-us> and submit an online contact form.

<b>+ SEND YOUR ECA TO A THIRD PARTY OTHER THAN IRCC or PNP OFFICIALS</b>	\$32.77 + Delivery Fee (see fees above)
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I authorize CES to release a copy of my Educational Credential Assessment Report to the following Third Party:

<b>Name of Organization:</b>	
Address	
City/Town	Province/State
Country	Postal Code/Zip Code
Email	Phone Number
<input type="checkbox"/> Courier Service within Canada and Continental USA <b>\$61.02</b> (\$32.77+\$28.25)	<input type="checkbox"/> Courier Service International <b>\$135.47</b> (\$32.77+\$101.70)

<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)	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"/>	<b>A completed and signed Upgrade application form.</b>
<input type="checkbox"/>	<b>A colour photocopy of both sides of your government-issued identification showing date of birth.</b> 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"/>	<b>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).</b>
<input type="checkbox"/>	<b>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).</b>
<input type="checkbox"/>	<b>Full payment MUST accompany this CES application form.</b>
<input type="checkbox"/>	<b>Arrange to have official academic records (transcripts/statements of marks) sent directly to CES in a sealed envelope from each educational institution listed on this CES application form (if applicable)</b>  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 <a href="http://learn.utoronto.ca/comparative-education-service">learn.utoronto.ca/comparative-education-service</a>
<input type="checkbox"/>	<b>A completed and signed Authorization to Release Information, Designate Representation Form (if applicable).</b>

CES Application Mailing Address	Official Academic Records
<p>Comparative Education Service (CES) University of Toronto School of Continuing Studies 158 St. George Street Toronto, ON M5S 2V8 Canada</p>	<p><b>Mailing Address:</b></p> <p>Student No: _____ Comparative Education Service (CES) University of Toronto School of Continuing Studies 158 St. George Street Toronto, ON M5S 2V8 Canada or Email: <a href="mailto:ces.transcripts@utoronto.ca">ces.transcripts@utoronto.ca</a> (Indicate your Student Number in the Subject line)</p>

#### 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: [learn.utoronto.ca/comparative-education-service/apply-now/new-applicants/country-document-requirements#academic-document-tool](http://learn.utoronto.ca/comparative-education-service/apply-now/new-applicants/country-document-requirements#academic-document-tool). Please note this list is continually under review.

**Note:** Check the IRCC website for specific requirements.