

# Comparative Education Service (CES)

## Application to Convert CES Educational Credential Assessment Issued

### From General Use to Canadian Immigration Programs

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.

**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 and services offered by SCS.

### From Immigration Programs to General Use

The Comparative Education Service (CES) provides internationally educated individuals with reports on the comparability of their academic awards to those issued in Canada. CES uses well-established methodologies to authenticate and compare their educational documents. CES assessments are used by employers, professional organizations, post-secondary institutions and professional associations. We recommend that applicants first contact specific organizations to confirm their entry requirements.

**A completed CES Assessment report package includes:**

- Two original copies of your Assessment Reports
- A one-time \$200 tuition discount from the University of Toronto School of Continuing Studies (SCS), applicable to courses and services offered by SCS.

Visit our website for more information at [learn.utoronto.ca/comparative-education-service](http://learn.utoronto.ca/comparative-education-service)

## 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.

<b>Converting from:</b>	<input type="checkbox"/> General to Immigration	<input type="checkbox"/> Immigration to General (Document by Document)	<input type="checkbox"/> Immigration to General (Course-by-Course)
Please provide the reference number of your original CES Assessment Report(s)			
Please provide the date(s) of your original CES Report(s)			

If you wish to designate a third party as your representative to CES, visit [learn.utoronto.ca/comparative-education-service](https://learn.utoronto.ca/comparative-education-service) for the **Authorization to Release Information, Designate Representation Form**.

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

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
--	--

Visit our website for more information at [learn.utoronto.ca/ces](https://learn.utoronto.ca/ces)

## Application to Convert your CES Assessment Report

### 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/credits)
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/credits)
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/credits)
Dates Attended	From (MM/YYYY)	To (MM/YYYY)	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Awarded (MM/YYYY)

## Application to Convert your CES Assessment Report

### 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.

### TERMS & CONDITIONS

#### PRIVACY TERMS

1. The University of Toronto (U of T) U of T 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 Private Policy (<https://learn.utoronto.ca/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 programs, then your ECA report and the personal information contained within will be disclosed to Federal Immigration, Refugees, and Citizenship Canada (IRCC) and, if applicable, provincial and/or territorial nominee program officials 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 U of T determines that you have submitted false/falsified/forged/misrepresented/altered documents, in which case, U of T may notify government and non-government agencies and disclose your personal information to government and non-government agencies and associations where U of T determines that you have submitted false/falsified/forged/misrepresented/altered documents.
4. By submitting your signed application for an ECA, you hereby release the U of T, its agents, vendors 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.
5. U of T may retain personal non-financial information which will include name and date of birth for at least ten years from the date of your application, and that it may retain this information indefinitely if CES determines that your documents are not authentic.
6. U of T will use your date of birth (DOB) for identification purposes on an ECA report.
  - 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

7. 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.
8. CES ECA reports include only educational credentials received through formal education completed at academic institutions. Non-formal and/or non-academic qualifications will not be assessed or included in the ECA report.
9. ECA reports will not be released to applicants until all applicable fees are paid in full.
10. No refunds are offered for canceled or incomplete ECA applications.
11. In cases where the credential is found not to be recognized by the competent educational authorities of its country of origin, or if there are substantial differences between it and an otherwise similar Canadian credential, CES reserves the right to provide an assessment with a negative outcome. Such applications will not be cancelled or refunded.
12. All formal communications on ECA applications are conducted in writing.
13. Applications that are incomplete for more than 180 days will be terminated and all information provided in the application and documents received by U of T will be disposed of according to the records retention and disposal policy of U of T. No refunds are offered for cancelled or terminated applications. A new application may be commenced and will be subject to all applicable fees.
14. An Immigration ECA report will be valid for a period of five years from the date it is issued, in accordance with IRCC requirements.

## Application to Convert your CES Assessment Report

15. Measures will be taken in the event that documents submitted are determined to be false/falsified/forged/misrepresented/alterd, 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.
16. U of T will refuse to issue an assessment if any submitted documents are suspected or confirmed to having been falsified, forged, misrepresented, or altered in any way. The application will be terminated and no refund will be provided.
17. U of T 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.
18. Processing times may vary. Any estimates of time for completion are calculated from the day the required documents are supplied to U of T and not calculated from the day the application is commenced. If U of T 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. No refund will be offered based on the processing times or if you decide you no longer require the assessment.
19. U of T does not guarantee the issuance of an ECA report if U of T is not satisfied with the official documents received and/or cannot obtain information or verification from the applicable institution(s). Such an application is deemed as incomplete and subject to termination.
20. U of T is not responsible for lost or misdirected mail.
21. U of T uses DocuSign to issue and securely dispatch verifiable, electronic ECA Reports in addition to, or in temporary lieu of, official hard copies. By submitting your application to CES, you authorize U of T to transmit your credential assessment report to you, your authorized third parties and IRCC (if applicable) via DocuSign.
22. U of T, its agents, vendors 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.

### 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.

### REVIEW AND APPEAL PROCESSES

#### 23. Error / Omission

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

#### Disagreement with Outcome

24. 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:

- a. 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.
- b. 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.

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

## Application to Convert your CES Assessment Report

### 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**, please do not include your payment information; we invite you to contact us by phone to process your payment.

<b>Conversion Fee</b>	<b>\$135.60</b>
-----------------------	-----------------

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

<b>+ DUPLICATE COPIES OF ASSESSMENT REPORTS per copy</b>	\$30	<b>Copies required: _____</b>
<b>+ DELIVERY OPTIONS – Please note that processing time does not include delivery. You must select one of the two courier services for Immigration purposes. Certified electronic copy is optional.</b>		
<input type="checkbox"/> Certified Electronic Copy (OPTIONAL)	\$21	
<input type="checkbox"/> Courier Service within Canada and Continental USA (tracking available)	\$37 per address	
<input type="checkbox"/> Courier Service International (tracking available)	\$83 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.

<b>+ SEND YOUR ECA TO A THIRD PARTY OTHER THAN IRCC</b>	\$30 + Delivery Fee (see fees above)
<b>I authorize CES to release a copy of my Educational Credential Assessment Report to the following Third Party:</b>	
<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>\$67</b> (\$30+\$37)	<input type="checkbox"/> Courier Service International <b>\$113</b> (\$30+\$83)

<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):** \_\_\_\_\_

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

### 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 Conversion 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,</b> you would like to have assessed, in its original language with an official English or French translation (if applicable).
<input type="checkbox"/>	<b>A colour photocopy of both sides of each page of your academic records (transcripts/statements of mark)</b> 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"/>	<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</b> (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 <a href="http://learn.utoronto.ca/ces">learn.utoronto.ca/ces</a>
<input type="checkbox"/>	<b>A completed and signed Authorization to Release Information, Designate Representation Form</b> (if applicable).

CES Application Mailing Address	Official Academic Records Mailing and Emailing 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  Email: <a href="mailto:ces.transcripts@utoronto.ca">ces.transcripts@utoronto.ca</a>

#### 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.