

Comparative Education Service (CES)

SCHOOL OF CONTINUING STUDIES

REQUEST TO HAVE OFFICIAL ACADEMIC RECORDS/TRANSCRIPTS/STATEMENTS OF MARKS SENT TO THE COMPARATIVE EDUCATION SERVICE

Use this form to have your official academic records/transcripts/statements of marks/grade cards sent directly to the Comparative Education Service (CES) 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 an additional form for each individual program of study, diploma, certificate or degree. Some educational institutions may charge a fee for this service, which is the responsibility of the applicant.

APPLICANT INFORMATION AND MAILING ADDRESS			
<input type="radio"/> Mr.	<input type="radio"/> Mrs.	<input type="radio"/> Ms.	Surname/Family Name (exactly as shown on your identification)
First/Given Name		Middle Name (if applicable)	
Maiden/Former Name (if applicable)		Date of Birth DD/MM/YYYY	

MAILING ADDRESS:

Apt/Unit	Street Number	Street		
Town	Province/State	Country	Postal/Zip Code	
Email (please provide an email address)				
Phone Number		CES Client Reference # (if applicable)		

INSTITUTION INFORMATION

Institution Name	Dates Attended	From (MM/YYYY)	To (MM/YYYY)
Degree Name	Major		Year of Graduation (YYYY)
Student ID or Roll Number (if applicable)			

INFORMED APPLICANT'S AGREEMENT AND CONSENT: I authorize and direct the above institution to release to 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 application 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.

Applicants Name
(please print)

Applicant Signature

Date



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Note to Authorized Official: The aforementioned individual would like to have his/her academic records/credentials verified and assessed. **Please send his/her official academic record transcripts/statements of marks directly to the Comparative Education Service (CES) in a sealed envelope** to the address listed below.

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

I confirm that	_____	
	Student Name	
attended	_____	
	Institution Name	
	_____	_____
	Program Title	Official Program Length
	_____	_____
	from month/year (MM/YYYY)	to month/year (MM/YYYY)
	_____	_____
	Name of Degree/Diploma/Certificate	Date Awarded (MM/YYYY)
I have enclosed this applicant's official academic record/transcript/statement of marks.		
I confirm that the above information and enclosed documents accurately represent our institution's official records.		

	Authorized Official's Name (please print)	
	_____	_____
	Authorized Signature/Institution Seal	Date (MM/YYYY)
PLEASE SEND THIS FORM <u>AND</u> THE OFFICIAL ACADEMIC RECORDS IN A SEALED ENVELOPE TO:		
Comparative Education Service (CES) University of Toronto School of Continuing Studies c/o Research Department 162 St. George Street Toronto, ON, M5S 2E9 Canada		