UNIVERSITY OF TORONTO
SCHOOL OF CONTINUING STUDIES

Comparative Education Service (CES)

Document Submission Checklist

Please use this checklist to ensure your supporting documents meet CES requirements in order for us to issue the Educational Credential Assessment (ECA) to you. **Your application requires both scanned copies of documents provided to CES within your online application (Part A)** and your <u>Official Academic Record</u> sent to CES directly from your awarding institution **(Part B)**.

Part A: Supporting documents required within the online application

Check	Where	Required Supporting Document
☐	Upload document in online CES application	**1. Scanned copy of Government-issued identification (ID)** ○ This document must clearly indicate your full name and date of birth ○ Acceptable documents include: Passport (information pages), Driver's Licence, or National Identity Card ○ We do not accept government-issued health cards ○ Scan both sides of the document ○ Ensure all pages are clear and legible and that no information is cut off ○ Accepted Formats and File Extensions: doc, docx, jpg, pdf, png ○ File Size Maximum: 10240 KB
☐	Upload document in online CES application	**2. Government-issued identification translation** ○ Documents not in English or French must be accompanied with official word-for-word translations ○ Scan both sides of the document ○ Ensure all pages are clear and legible and that no information is cut off ○ Accepted Formats and File Extensions: doc, docx, jpg, pdf, png ○ File Size Maximum: 10240 KB

⊡	Upload document in online CES application	**3. Proof of name change** ○ Provide this document if your name on your ID appears differently on your academic documents ○ Acceptable documents include: a marriage certificate, an official government name change document, or a sworn affidavit ○ The document should show both your original and current name ○ Scan both sides of the document ○ Ensure all pages are clear and legible and that no information is cut off ○ Accepted Formats and File Extensions: doc, docx, jpg, pdf, png ○ File Size Maximum: 10240 KB
⊡	Upload document in online CES application	**4. Proof of Name Change Translation** ○ Name change documents not in English or French must be accompanied with official word-for-word translations ○ Scan both sides of the document ○ Ensure all pages are clear and legible and that no information is cut off ○ Accepted Formats and File Extensions: doc, docx, jpg, pdf, png ○ File Size Maximum: 10240 KB

Academic documents required can vary by country. For detailed instructions for your specific country, please use our online County Specific Academic Document Tool. If your country is not listed in the dropdown box below, please select "Country Not Listed" and use those guidelines.

⊡	Upload document in online CES application	**5. Final award** ○ The document awarded to you at graduation by an academic institution ○ Example documents include: Degree Certificate, Graduation Certificate, Diploma, or Certificate ○ Scan both sides of the document ○ Ensure all pages are clear and legible and that no information is cut off ○ Accepted Formats and File Extensions: doc, docx, jpg, pdf, png ○ File Size Maximum: 10240 KB

☐	Upload document in online CES application	**6. Final award Translation** ○ Final award documents not in English or French must be accompanied with official word-for-word translations ○ Final award documents in Latin do not need official word-by-word translations ○ Scan both sides of the document ○ Ensure all pages are clear and legible and that no information is cut off ○ Accepted Formats and File Extensions: doc, docx, jpg, pdf, png ○ File Size Maximum: 10240 KB
☐	Upload document in online CES application	**7. Academic record (your copy)** ○ This document identifies courses taken, credits and grades received for all years of study ○ Example documents include: official/attested/verified academic record (transcripts, mark sheets, statement of results, *relevé de notes*) ○ Scan both sides of the document ○ Ensure all pages are clear and legible and that no information is cut off ○ Accepted Formats and File Extensions: doc, docx, jpg, pdf, png ○ File Size Maximum: 10240 KB
☐	Upload document in online CES application	**8. Academic record translation.** ○ Academic record documents not in English or French must be accompanied with official word-for-word translations ○ Scan both sides of the document ○ Ensure all pages are clear and legible and that no information is cut off ○ Accepted Formats and File Extensions: doc, docx, jpg, pdf, png ○ File Size Maximum: 10240 KB

Part B: Official academic record

[ ]	Sent directly to CES in an institution-sealed envelope	**9. Official Academic Record**
		○ Your official academic record (transcript) must be
		   ▪ Sent directly to CES office by the awarding institution, in an institution-sealed envelope
		   or
		   ▪ You can forward the institution-sealed envelope to our office if the institution releases the official/verified academic record/transcript to you.
		○ Official academic record must be signed, stamped, and dated by the officials (Registrar, Controller of Examination) of the awarding institution
		○ Plain photocopies without fresh stamp and signature are not acceptable for this requirement
		○ Official academic record must be in a sealed institution envelope with an institution stamp, a seal, or a signature over the back flap.
		○ Clearly mark envelop with your CES Student Number and have send to
		Student No: X_____
		Comparative Education Service
		University of Toronto School of Continuing Studies
		158 St. George Street
		Toronto, ON M5S 2V8
		Canada