

## Application to Swap Credentials Submitted Online

### APPLICANT INFORMATION AND MAILING ADDRESS

<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	Reference (Student) Number:
Family Name/Surname (exactly as shown on your identification)			
First/Given Name		Middle Name	
Maiden/Former Name		Date of Birth (MM/DD/YYYY)	
Email			

### EDUCATION HISTORY

Please list the name of credential you are switching to and from. All new credentials need to follow our document requirements outlined on page 5 of the application form or our website: <https://learn.utoronto.ca/comparative-education-service/apply-now/new-applicants/step-2-country-document-requirements> 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 or by email from an institutional email address for the new credential 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.

<b>Original credential submitted online</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 switching to</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)

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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 official academic records for the credential I am applying to switch to has been received by your office
- 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.

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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.
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).*

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### APPLICATION GUIDE AND REQUIRED DOCUMENT CHECKLIST

**IMPORTANT: 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"/> 1. A completed and signed swapping application form.
<input type="checkbox"/> 2. 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).
<input type="checkbox"/> 3. 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).
<input type="checkbox"/> 4. Arrange to have <b>official academic records (transcripts/statements of marks) sent directly to CES in a sealed envelope or by email from an institutional email address from each educational institution listed on this CES application form</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/ces">learn.utoronto.ca/ces</a>
<input type="checkbox"/> 5. A completed and signed Authorization to Release Information, Designate Representation Form (if applicable).

CES Application Submission Instruction	Official Academic Records Mailing/Emailing Address
Please submit the signed application form and checklist #1-3 and 5 (if applicable) mentioned above according to the instruction provided to you in the email you received.	Please send document checklist #4 mentioned above either to our mail or via email:  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>
<b>IMPORTANT: PLEASE READ BEFORE SUBMITTING YOUR APPLICATION PACKAGE.</b> <ul style="list-style-type: none"><li>We accept <b>colour</b> photocopies only. <b>Do NOT send original documents</b> or black and white photocopies. If your documents are not in English or French, you <b>MUST ALSO submit a word-for-word official translation</b> for each document submitted.</li><li>Please ensure that every page is <b>colour photocopied in its entirety</b> and that all text is readable. Photocopy the <b>back</b> of the document as well, even if it is blank. Document size can be reduced if necessary, <b>but do ensure that everything is clear and legible and that no information is cut off.</b></li><li>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.</li><li>For document requirements by country of education, please visit: <a href="http://learn.utoronto.ca/international-professionals/comparative-education-service-ces/apply-now/required-documents">http://learn.utoronto.ca/international-professionals/comparative-education-service-ces/apply-now/required-documents</a>. Please note this list is continually under review.</li></ul> <b>Note:</b> Check the our <a href="#">website</a> for specific requirements.	