



UNIVERSITY OF TORONTO
SCHOOL OF CONTINUING STUDIES

Comparative Education Service (CES)

Our website <https://learn.utoronto.ca/comparative-education-service/apply-now/new-applicants>




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Document Submission Checklist


Please use this checklist to ensure your supporting documents meet CES requirements in order for us to **issue the assessment report of your educational credentials to be shared with NCAS**. Your application requires both scanned copies of documents provided to CES within your online application (Part A) and your Official Academic Record sent to CES directly from your awarding institution (**Part B**).



Part A: Supporting documents required within the online application


Check	Where	Required Supporting Document
<input type="checkbox"/>	Upload document in online CES application	1. Scanned copy of Government-issued identification (ID) <ul style="list-style-type: none">○ This document must clearly indicate your full name and date of birth○ Acceptable documents include: Passport (information pages only), 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 (10 MB)

	<p>Upload document in online CES application</p>	<p>2. Government-issued identification translation</p> <ul style="list-style-type: none"> ○ 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 (10 MB)
	<p>Upload document in online CES application</p>	<p>3. Proof of name change</p> <ul style="list-style-type: none"> ○ 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 (10 MB)
	<p>Upload document in online CES application</p>	<p>4. Proof of Name Change Translation</p> <ul style="list-style-type: none"> ○ 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 (10 MB)


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

	<p>Upload document in online CES application</p>	<p>5. Final award</p> <ul style="list-style-type: none"> ○ The document awarded to you at graduation by an academic Institution (Degree or Diploma). <i>If no academic award was awarded, you may submit an award by the authority overseeing the nursing education in your country</i> ○ 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 (10 MB)
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	<p>Upload document in online CES application</p>	<p>6. Final award Translation</p> <ul style="list-style-type: none"> ○ 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-byword 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 (10 MB)
	<p>Upload document in online CES application</p>	<p>7. Academic Record (your copy) and Certificate of Registration</p> <ul style="list-style-type: none"> ○ The academic record identifies courses taken, credits and grades received for all years of study, as well as clinical hours ○ The certificate of registration confirms your professional registration status. ○ Example of academic record include copies of your academic record (transcripts, mark sheets, statement of results, <i>relevé de notes</i>) ○ 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 (10 MB)

	<p>Upload document in online CES application</p>	<p>8. Academic Record and Certificate of Registration translation.</p> <ul style="list-style-type: none"> ○ Academic record and certificate of registration 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 (10 MB)
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Part B: Official academic record

	<p>Sent directly to CES in an Institution-sealed envelope</p>	<p>9. Official Academic Record</p> <p>Your official academic record (transcript and statement of clinical hours) must be</p> <ul style="list-style-type: none"> ▪ Sent directly to CES office by the awarding institution and the hospital you completed the clinical hours or the educational authority, 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 or ▪ Sent directly to CES office electronically, from an institutional or educational authority's email ○ Official academic record must be signed, stamped, and dated by the officials (Registrar, Controller of Examination) of the awarding institution ○ A verified copy of the Certificate of Registration from the regulatory body that your registration is associated with ○ 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. ○ Include your full name and CES Student Number (X@@@@@) in the subject line of the email, if you choose to have it sent electronically, by the awarding institution or the educational authority ○ Clearly mark envelop with your CES Student Number and have send to
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		<p>Student No: X_____</p> <p>Comparative Education Service</p> <p>University of Toronto School of Continuing Studies</p> <p>158 St. George Street</p> <p>Toronto, ON M5S 2V8</p> <p>Canada</p>
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