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UNIVERSITY OF TORONTO

# Comparative Education Service (CES)

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SCHOOL OF CONTINUING STUDIES

## Application for Institution Assessment

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Want to find out if a college, university, academy, or other higher education institution is recognized or accredited? CES can assess up to three institutions with a single application.

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

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

- One original copy of the Institutional Assessment Report
- A one-time \$200 tuition discount from the University of Toronto School of Continuing Studies, applicable to courses offered by the School.

**APPLICATION FOR INSTITUTION ASSESSMENT**

**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.

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

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

**APPLICATION FOR INSTITUTION ASSESSMENT**

**PROGRAM INFORMATION**

List the institutions you would like CES to assess. You may list up to three institutions on the application form

<b>Institution 1</b>	
Name of Academic Institution	
City/Town	Country
Program Website (URL)	

<b>Institution 2</b>	
Name of Academic Institution	
City/Town	Country
Program Website (URL)	

<b>Institution 3</b>	
Name of Academic Institution	
City/Town	Country
Program Website (URL)	

**Note:** You may include any documentation related to the above programs (e.g. website link, printouts, brochure, etc.).

**APPLICANT’S AGREEMENT AND INFORMED CONSENT**

I hereby request an assessment of institutions listed in this application. I will notify CES in writing of any change to my personal information.

I understand that my personal information is being collected for the purpose of obtaining an Institution Assessment Report.

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.

**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 FOR INSTITUTION ASSESSMENT**

**SERVICE AND PAYMENT OPTIONS**

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** or **fax**, 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>Regular Service:</b>	<b>\$ 226.00</b>
<b>+ DELIVERY OPTIONS – Please note that processing time does not include delivery.</b>	<b>TOTAL</b>
<input type="checkbox"/> Certified Electronic Copy (OPTIONAL)	\$21
<input type="checkbox"/> Courier Service within Canada and Continental USA (tracking available)	\$37
<input type="checkbox"/> Courier Service International (tracking available)	\$83
	<b>\$247.00</b>
	<b>\$263.00</b>
	<b>\$309.00</b>

**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.

PAYMENT METHODS		
<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):

Once the payment is processed by CES, this payment information will not be retained as part of the application package.

<b>CES Mailing Address</b>
Comparative Education Service (CES) University of Toronto School of Continuing Studies 158 St. George Street Toronto, ON M5S 2V8 Canada  Fax: 1-416-978-2185