

## Academic Documents Policy

### What Information Do We Need About Your Academic Background?

In order to evaluate your academic standing for this application, we need information about:

- all coursework and other academic activities (e.g., thesis, practicum, exams, etc.) which have been or which will be part of your degree(s), and grades received for this coursework and other activities. **This must include documentation of any transfer credit or advance standing credited towards your degree(s)**
- the credit system used at the post-secondary institution(s) at which you have studied
- the grading system used at the post-secondary institution(s) at which you have studied
- the basis of admission into degree studies
- the length of your degree(s) and the period(s) of registration in degree studies (i.e., when did you study and for how long)
- what degree(s) you have or will receive and the date(s) the degree(s) has been or will be conferred. (You must provide documentation of all degrees that you have started, completed or will complete.)

**NOTE:** *For most Canadian and American universities all the information described above will typically be included on the official transcript issued by the university. If your post-secondary institution does not include portions of the above information on its transcript (e.g., some institutions do not show transfer credit or other forms of advance standing on their transcript), then it is your responsibility to arrange for the institution to provide this information.*

### Academic Document Guidelines

1. The academic assessment of your application is based on the documents that we have received by our published deadline. Official transcripts showing Fall and Winter Session results cannot be prepared in time for our deadline. Therefore, these courses will not be included in our count of the required 15 full-courses completed and will not be available for use when we calculate your academic average. However, Fall and Winter Session courses **can** be used to meet teaching subject prerequisites (and to show that you will complete your degree). **Courses that you intend to take in the following Spring or Summer Sessions are not used in our evaluation.**
2. Only **official transcripts**, bearing the institution's seal and received directly from the institution concerned (or via the Ontario Universities' Application Centre, if you use their transcript order form) will be accepted. Unofficial transcripts, grade reports, faxed copies of transcripts **or transcripts issued to the student** are not acceptable and will not be used in our assessment. If you submit these types of documents instead of acceptable official documents, then your file may be declared INCOMPLETE.  
**Applicants who are submitting academic documents from another country should also refer to information in Info Sheet 9.**  
**NOTE:** *Paper transcripts received by OISE may be subject to verification (that is, we may contact your university to confirm the authenticity of your transcript). We reserve the right to suspend the evaluation of an application until acceptable verification is received.*
3. Transcripts from **all degree-level post-secondary institutions** attended must be submitted.
  - Even if your home institution awarded transfer credits you must send in a transcript from the university at which the transferred courses were taken.
  - You must submit transcripts for all undergraduate and graduate (if applicable) courses/programs undertaken.

- Unless your degree is from a college, please do not send us copies of college transcripts, even if you have been awarded transfer credit for these studies.
4. If you are in the process of completing the final requirements for a degree program (undergraduate or graduate) you must provide information about the courses that will complete your degree requirements, including courses beginning in January. There is a space on the TEAS application form to list courses in progress. Please include both Fall and Winter Session courses.

**NOTE:** *We may need to contact you at a later date in order to obtain confirmation of enrolment in second term courses if your postsecondary institution does not list these course on the transcript that you provide to meet the December 1 application deadline. If you do not list your second term courses on the TEAS form, then we will not know to ask for them.*

5. If you are submitting documents under a name other than the name on your application form you should submit official documentation to support the name change (e.g., a photocopy of your marriage certificate).
6. Non-Canadian documents in a language other than English must be **accompanied** by an official translation. (See Info Sheet 9 for more details regarding translations.)
7. All applicants, especially those who are submitting academic documents from other countries, should be aware that assessment of academic standing by OISE is for admissions purposes only. The Ontario College of Teachers is not obliged to accept our assessment of your academic background and will make its own evaluation for certification purposes, based on their criteria regarding official documents.

**NOTE:** *All documents submitted in support of your application become and remain the property of the University. Once submitted, documents are not returned to applicants.*