

## Information for Applicants Submitting Academic Documents From Other Countries

Not all foreign degrees can be accepted by OISE. You can have your documents evaluated by the Comparative Education Service, listed on page 2.

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

In order to evaluate your academic standing we need information about:

- all coursework and other information about academic activities (e.g., thesis, practicum, exams, etc.) which have been or which will be used as 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 university(s) at which you have studied
- the grading system used at the university(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).
- evidence that your degree(s) has been or will be conferred. Specifically we need to know what degree(s) you have or will receive and the date(s) the degree(s) has been or will be conferred. (Note that your degree must be conferred no later than the fall of your intended registration at OISE.)

### Submitting Academic Documents

All applicants, no matter where in the world they have studied, are required to submit documentation of their academic background that provides all the information described above and adheres to all the guidelines described in Info Sheet 8. Our preference is always that official transcripts or equivalent documents be sent directly to OISE from the issuing institution.

**Note:** You should request an official transcript from your university before the December 1, 2010 application deadline even if you are unsure that it will be received by the OISE Registrar's Office, Initial Teacher Education Admissions Unit by the deadline.

**Remember** that transcripts received after this deadline will be accepted as on time with evidence that the transcripts were ordered before the deadline.

- **DO NOT submit photocopies or notarized copies of your academic documents. Any unsolicited photocopies of academic documents that are received will be taken as evidence that no official documents have been requested and your file will be declared INCOMPLETE.**

If you are unable to arrange for your foreign university to submit official transcripts or equivalent documents relating to your university degree(s) directly to OISE, please note the following:

1. Transcripts or equivalent documents that you have obtained from your university directly will be accepted as official if they are submitted to OISE in the original unopened envelope that has been clearly signed, sealed, or stamped across the envelope closure by the issuing university.
2. There are 3 institutions from whom we will accept certified copies of official copies of foreign transcripts or equivalent documents:
  - a) If you have previously submitted official copies of foreign transcripts or equivalent documents to the Ontario College of Teachers (OCT) prior to applying to the OISE Consecutive Bachelor of Education program we will accept copies of these documents **that have been certified by the OCT, and sent directly from the OCT to the OISE Registrar's Office, Initial Teacher Education Admissions Unit.** For more information on this option, please contact the Ontario College of Teachers.
  - b) If you have submitted official copies of foreign transcripts or equivalent documents to the World Education Service (WES), for evaluation, we will accept certified copies of the documents **that have been assessed and verified by WES, and sent directly from WES to the OISE Registrar's Office, Initial Teacher Education Admissions Unit.** For more information on this option, please contact WES.

**NOTE:** We do not require applicants to submit an evaluation from WES. Photocopies of these evaluations are welcome but are not a substitute for acceptable academic documents.

- c) If you have submitted official copies of foreign transcripts or equivalent documents to another division of the University of Toronto, we will accept certified copies of the documents that have been **received directly from the issuing institution**

**and/or verified as authentic by the receiving U of T office, and sent directly to the OISE Registrar's Office, Initial Teacher Education Admissions Unit.**

**NOTE:** *These 3 institutions are the only institutions with which we have this arrangement. Copies of documents made by other agencies will not be accepted as official.*

3. If your foreign university is not able to provide an original, official transcript or equivalent document, then we will accept an original, official letter from the Registrar (or similar authority) **sent directly from the foreign university to the OISE Registrar's Office, Initial Teacher Education Admissions Unit.** This letter must:
  - a) explain why it is impossible to submit an official transcript or equivalent document, and
  - b) state the period of your studies (start and end dates), your student number (or equivalent), the name of the degree sought and the date that your degree was conferred (if applicable).This letter should also include as much of the transcript elements described in [Info Sheet: Academic Documents Policy](#) as possible. Once we have received this official letter from your university and your TEAS application we will contact you in order to request any additional information that might be necessary.
4. If, after contacting your foreign university none of the above options are available to you, then you should contact the OISE Registrar's Office, Initial Teacher Education Admissions Unit for further information.

## Translations

Official English language translations must accompany all non-Canadian documentation not written in English.

To be acceptable a translation must be:

- a) made by or certified by the consulate, high commission or embassy to Canada of the country which issued the documents; a Canadian embassy, consulate or high commission in the country from which you emigrated; or a translator accredited by a professional association of translators in Canada

**NOTE:** *To find an accredited translator, consult the Association of Translators and Interpreters of Ontario (ATIO) website at: <http://www.atio.on.ca>.*

- b) a literal translation and must follow the format of the original document
- c) an original, a notarized copy of the original, or a copy of the original that has been certified by the translator, consulate, high commission, or embassy which prepared the translation.

If your foreign university has sent documents in a language other than English directly to OISE then, at your request, we can provide you with a photocopy after we have opened it so that you can obtain the required official translation.

- **A translated document is not an acceptable substitute for an official transcript or similar document. Translations without an official version of the original document on which the translation is based will not be considered.**

## Comparative Education Service

The University of Toronto's Comparative Education Service evaluates foreign university degrees. There is a charge for this service. Photocopies of these evaluations are welcome but are not a substitute for acceptable academic documents as described above. For more information on this service, please contact:

Comparative Education Service  
School of Continuing Studies  
University of Toronto  
158 St. George Street  
Toronto, ON M5S 1A3

Telephone: 416-978-2400  
Web Address: [www.learn.utoronto.ca/ces/htm](http://www.learn.utoronto.ca/ces/htm)

## The Ontario College of Teachers

The Ontario College of Teachers (OCT) is the professional body responsible for teacher certification in Ontario. Graduates of OISE's Initial Teacher Education Program must submit acceptable documentation of their academic background in conjunction with the application for certification. Please note that they will not accept documents in your possession as the sole documentation of prior university degrees. Note also that acceptance of a university degree or documentation of a degree by OISE does not guarantee similar acceptance by the OCT. The OCT also evaluates Teaching Certificates obtained outside the Province of Ontario and they charge a fee for this service. For more information about the OCT please contact:

The Ontario College of Teachers  
121 Bloor St. E., 6th floor  
Toronto, ON M4W 3M5

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Web Address: [www.oct.ca](http://www.oct.ca)  
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