



# Academic Assessment Application

## Internationally Educated – Not Living in Canada

Complete all sections. If a section does not apply to you write "Not Applicable" or "NA". If your application is incomplete it will not be accepted.

### 1) Personal Information (please print)

|   |   |
|---|---|
| <b>a. Name:</b><br>(It is Important that you apply using your <b>full legal name</b> as it appears on your passport.)   |   |
| <b>Title:</b>   | <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Miss |
| <b>First Name:</b>  |   |
| <b>Middle Name:</b>   |   |
| <b>Last Name/ Family Name:</b>  |   |
| <b>b. Name Change:</b><br>(If your name is different from the name on your documents, attach a legal change of name document.<br>Example: Marriage certificate, certified record of divorce, valid unexpired passport issued in your current name.) |   |
| <b>Your current name, if different from above:</b>  |   |
| <b>c. Birth Details</b>   |   |
| <b>Gender:</b><br><input type="checkbox"/> Male <input type="checkbox"/> Female   |   |
| <b>Birthdate:</b><br>Month:                      Day:                      Year:  |   |
| <b>d. Current Address: (Internationally educated &amp; <u>not residing in Canada</u>)</b>   |   |
| <b>Street Number:</b>   | <b>Street Name:</b>   |
| <b>City:</b>  | <b>Country:</b>   |
| <b>Email Address:</b>   | <b>Phone Number:</b>  |

## 2) Discipline

**An academic discipline or field of study is a branch of knowledge that is taught and researched as part of higher education.**

Indicate the discipline that you wish to be examined in (normally this would be the discipline of your undergraduate degree). If your discipline is not listed below, please choose one that closely matches. If your discipline is not an exact match with the options listed below, choose up to **two** that match closest.

### **Engineering & Applied Science Disciplines for Technicians:**

- |   |   |
|---|---|
| <input type="checkbox"/> Architectural & Construction | <input type="checkbox"/> Forestry               |
| <input type="checkbox"/> Biotechnology                | <input type="checkbox"/> Instrumentation        |
| <input type="checkbox"/> Chemical                     | <input type="checkbox"/> Landscape Horticulture |
| <input type="checkbox"/> Civil                        | <input type="checkbox"/> Mechanical             |
| <input type="checkbox"/> Computer Systems             | <input type="checkbox"/> Geological & Mineral   |
| <input type="checkbox"/> Electrical                   | <input type="checkbox"/> Petroleum              |
| <input type="checkbox"/> Electro-Mechanical           | <input type="checkbox"/> Power Systems          |
| <input type="checkbox"/> Electronics                  | <input type="checkbox"/> Survey / Geomatics     |
| <input type="checkbox"/> Environmental                |   |

### **Engineering & Applied Science Disciplines for Technologists:**

- |   |   |
|---|---|
| <input type="checkbox"/> Architectural & Building | <input type="checkbox"/> Information Technology     |
| <input type="checkbox"/> Biomedical               | <input type="checkbox"/> Instrumentation            |
| <input type="checkbox"/> Bioscience               | <input type="checkbox"/> Marine Engineering Systems |
| <input type="checkbox"/> Chemical                 | <input type="checkbox"/> Mechanical                 |
| <input type="checkbox"/> Civil                    | <input type="checkbox"/> Mineral Resource           |
| <input type="checkbox"/> Electrical               | <input type="checkbox"/> Naval Architecture         |
| <input type="checkbox"/> Electronics              | <input type="checkbox"/> Petroleum                  |
| <input type="checkbox"/> Environmental            | <input type="checkbox"/> Renewable Resource         |
| <input type="checkbox"/> Industrial               | <input type="checkbox"/> Survey / Geomatics         |



### **Additional Certificate/Degree/Diploma**

**NOTE:** If you do not hold any additional Certificate(s), Degree(s) or Diploma(s), please go to **Section 4**.

|   |   |                                |  |
|---|---|--------------------------------|--|
| <b>Full Name of Institution:</b>                    |   |                                |  |
| <b>Full Name of Degree or Diploma:</b>              |   |                                |  |
| <b>Discipline of Study:</b>                         |   | <b>Date Degree Awarded:</b>    |  |
| <b>City of Institution:</b>                         |   | <b>Country of Institution:</b> |  |
| <b>Degree/ Diploma duration:</b>                    | <input type="checkbox"/> 5 Year <input type="checkbox"/> 4 Year <input type="checkbox"/> 3 Year <input type="checkbox"/> 2 Year |                                |  |
|   | <b>I attended from:</b>   | <b>to:</b>                     |  |
| <b>Was any part of your education completed by:</b> | <input type="checkbox"/> correspondence <input type="checkbox"/> online <input type="checkbox"/> distance education             |                                |  |
|   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |                                |  |
|   | If yes, please give details:  |                                |  |

### **4) Declaration of Consent**

|   |              |
|---|--------------|
| <p>I authorize CTTAM to retain all information contained herein and any appended documents including transcripts, work history, proof of degrees, syllabi, translations of same, and any and all information for the purposes of assessing my academic qualifications. I also authorize CTTAM to make any enquiries of any institutions to which I may have applied, in order to assess my academic or other qualifications as related to my professional registration.</p> <p>I understand that this information will be kept on file in accordance with CTTAM's retention policy. After completion of the assessment of my academic qualifications, or after I complete the academic assessment program or withdraw from the program, I wish to have the following actions completed:</p> <p>I declare that all of the information provided is authentic and correct to the best of my knowledge and belief. I understand that a false statement or failure to provide the information requested may, at any time, disqualify me from the assessment program. I authorize CTTAM to obtain such additional information as it may deem appropriate, from such additional sources as it may deem appropriate, for the processing of my application.</p> <p>I understand that it is my responsibility to update my contact information with CTTAM</p> |              |
| <b>Signature:</b>   | <b>Date:</b> |

## 5) Checklist of Documents Required

### a. **World Education Services (WES) ICAP document-by-document credential evaluation (mandatory requirement)**

To submit an application for WES ICAP document-by-document report visit [www.wes.org/students/icap.asp](http://www.wes.org/students/icap.asp). You must choose CTTAM as a recipient of the report and then WES will provide CTTAM with secure electronic access to your credential evaluation and provide copies of the verified academic documents that were assessed.

If you already have an Educational Credential Assessment (ECA) report completed by WES for immigration purposes, then you must upgrade to the standard document-by-document report. You must also request a duplicate report and select CTTAM as a recipient of that report. You can do this by signing into your WES account.

CTTAM will not accept credential assessments done by other agencies.

The WES credential evaluation **does not replace** the requirement for a CTTAM Academic Assessment. The primary reason for the WES assessment is to verify and authenticate your academic documents. WES only assesses the general level of your academic qualification as compared to Canadian education levels. CTTAM must still assess the engineering content of your academic program, compared to the Canadian Council of Technicians & Technologists' (CCTT) National Technology Benchmarks.

- YES**, I have contacted World Education Services (WES) and I have submitted an application with them for an ICAP document-by-document credential evaluation.

Date ordered: \_\_\_\_\_ WES REF# \_\_\_\_\_

### b. **Certificate, Degree or Diploma**

For each certificate, degree or diploma listed in 'Section 3- Education' of this form attach a PDF of it.

- YES**, I have attached a PDF of each Degree, Diploma, or Certificate that is mentioned in 'Section 3 -Education'.

## 6) Application Fee

Applicants are required to pay for the WES assessment and provide CTTAM with the documents.

## 7) Delivery

Please PDF this application and the documents as indicated in “Section 5-Checklist of Documents Required” and email them to [admin@cttam.com](mailto:admin@cttam.com).

## 8) Application Fee

There is an application fee of \$125.00 for the academic assessment. Payment is required prior to receiving the assessment results from CTTAM. Please contact the CTTAM office at 204-784-1083 or send an email to [admin@cttam.com](mailto:admin@cttam.com). CTTAM accepts both VISA and MasterCard credit cards.



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