

## General information

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### What is a comparative evaluation?

The Comparative Evaluation is a document that indicates, in general, which educational benchmarks (or main diplomas) and areas of the curriculum in Québec can be compared to your studies completed abroad.

The comparative evaluation is an expert opinion for information purposes only. It differs from a diploma or diploma equivalence. It is a professional insertion tool that can provide information to regulators and employers in their admission or hiring processes. The comparative evaluation does not create any obligation to an employer, a professional order or any other regulatory body.

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### How to request a comparative evaluation

Fill out the *Request for an Évaluation comparative des études effectuées hors du Québec* form and gather all the requested documents in the required format.

Place your documents and supporting documents in the following order:

- payment of applicable fees <sup>1</sup>;
- duly completed and signed *Form* section;
- duly completed *List of Supporting Documents* section;
- all your documents and supporting documents in the order indicated in Part *List of Supporting Documents*.



Your request **must** include the payment of the applicable fees, the duly completed and signed *Form* and the *List of Supporting Documents* sections, as well as all requested documents in the required format, otherwise **it will be returned to you in full**.

Visit our website for information on how to submit your request for a comparative evaluation: <http://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/submitting-request/>

Make sure you have dated and signed the form you are submitting to the Ministère de l'Immigration, de la Francisation et de l'Intégration.

Mail it to the following address:

**Request for a Comparative Evaluation**  
**Direction de l'enregistrement et de l'évaluation comparative**  
**285, rue Notre-Dame Ouest, 4<sup>e</sup> étage**  
**Montréal (Québec) H2Y 1T8**  
**CANADA**

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1. The fees payable for the analysis of your application are not refundable. For information on fees and methods of payment, visit the Ministère's website at <http://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/submitting-request/fees.html>

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## Important

The Ministère does not evaluate diplomas submitted for intermediate studies or that are not comparable to a Quebec diploma.

The Ministère **does not evaluate**, in particular (non-exhaustive list):

- courses representing less than one full-time school year;
- incomplete post-secondary (higher) courses;
- unrecognized courses not belonging to a formal education system;
- certificates of education or registration.
- primary and secondary education with less than nine years of schooling (excluding preschool);
- certificates of competence, internship or professional qualification;
- Canadian educational documents (courses within a Canadian educational system).

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## Certified copy of the original

The format “certified true copy” means that the issuer of the document or a recognized authority **in the country or territory that produced the original document** acknowledges that a photocopy is true or faithful to the original document submitted to it.

The words “certified true copy”, the identity and the title of the issuer or recognized authority that certified the document is true to the original must appear on the certified photocopy that is true to the original.

For requirements for certified true copies, visit the Ministère's website at <https://www.immigration-quebec.gouv.qc.ca/en/informations/document-requirements.html>.

**To find out which authorities are authorized to certify a document as a true copy, refer to the *List of authorities recognized by the Ministère for certifying documents* at <http://www.immigration-quebec.gouv.qc.ca/en/forms/search-title/list-authorities.html>.**

**Do not send original documents unless otherwise specified in the *List of Supporting Documents*, as none of the documents submitted will be returned to you.**

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## Translation

If you are submitting documents **or parts of documents** in a language other than French or English, please provide:

- **the document in the original language**, in the required format;
- **the original of the complete translation made by a recognized translator.**

For translation requirements and the definition of a recognized translator, visit the Ministère's website at: <http://www.immigration-quebec.gouv.qc.ca/en/informations/document-requirements.html>.



**If the original document is written in French or English, but has a seal in another language, you must have it translated, even if it is a seal affixed by the authority that certified your documents.**

The Ministère reserves the right to require further translations.

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## Procuration

If you wish to have a person represent you before the Ministère, attach the *Mandat de représentation* (A-0525-AF) form signed by you and that person to your request for comparative evaluation. It is available at <http://www.immigration-quebec.gouv.qc.ca/en/forms/search-title/power-attorney-represent.html>.

## Part 1 – Form

This form is used to send a new request for a comparative evaluation.

Fill out all sections of the form, referring to the *General Information* pages, if necessary.  
**If you need more space, use a separate sheet of paper and write your name, date of birth and section number.**

Any omission may result in the return or closure of your request without processing.

For Use by the Ministère  
Date of receipt

Comparative Evaluation

### 1. Preliminary Information

Have you ever requested a comparative evaluation from the Ministère?

Yes      No      If yes, indicate your last file number:

### 2. Identity Information

Declare your identity and provide the photocopy of an accepted identity document. If the name on the document is different from the name on your educational documents, include a photocopy of an accepted official document and its translation, if applicable, to explain this discrepancy.

Gender      Female      Male

Write your last and first name(s) in block letters. ▶

<input type="text"/>	<input type="text"/>
Last name (as indicated on the accepted identity document)	First name(s) (as indicated on the accepted identity document)
<input type="text"/>	<input type="text"/>
Last name and first name at birth (if different from the name)	Other names on your educational documents
<input type="text"/>	<input type="text"/>
Date of birth (year/month/day)	Country of birth

### 3. Mailing Address

Visit the following website address for information on the important elements of a postal address in your country:

<http://www.upu.int/en/activities/addressing/postal-addressing-systems-in-member-countries.html>

State your full mailing address, with the elements of your country's addressing system, to receive our correspondence.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building number	Street	Apartment	Post Office Box
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	Province, territory or state	Postal code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	Telephone number	Other telephone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Future mailing address (if applicable)			Date of move (if applicable)

If you plan on moving, indicate your future mailing address and your moving date. ▶

## 4. Education Information

Visit the following website for information on our requirements for foreign educational documents: <http://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation-submitting-request/educational-documents.html>.

You will find the **List of authorities recognized by the Ministère for certifying documents** on the Ministère's website at: <http://www.immigration-quebec.gouv.qc.ca/en/forms/search-title/list-authorities.html>.

Refer to the following website for our document requirements for the translation of all or part of your documents, including seals, into French or English: <http://www.immigration-quebec.gouv.qc.ca/en/informations/document-requirements.html>.

- ▶ Report all your schooling since primary school. However, provide only secondary or post-secondary documentation – translations must be in the original format and educational documents in certified copies of your foreign educational documents certified as true copies by a recognized authority – that you wish to have evaluated.

### Primary and secondary education (general or vocational)

Title of diploma obtained or last successful year Name of program or specialization (if applicable)

Name of the educational institution attended Number of years of successful studies in this program

City Region, province, territory or state Country

Other details, if applicable (e.g. "I completed this program on a part-time basis," "I took a distance learning course," "Due to [...], I was exempted from completing a year of study," "I obtained a second diploma entitled [...] at the end of the same course," etc.)

### Period of study

Start date (year/month) End date (year/month) Year of graduation (if applicable)

Title of diploma obtained or last successful year Name of program or specialization (if applicable)

Name of the educational institution attended Number of years of successful studies in this program

City Region, province, territory or state Country

Other details, if applicable (e.g. "I completed this program on a part-time basis," "I took a distance learning course," "Due to [...], I was exempted from completing a year of study," "I obtained a second diploma entitled [...] at the end of the same course," etc.)

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Name of the educational institution attended Number of years of successful studies in this program

City Region, province, territory or state Country

Other details, if applicable (e.g. "I completed this program on a part-time basis," "I took a distance learning course," "Due to [...], I was exempted from completing a year of study," "I obtained a second diploma entitled [...] at the end of the same course," etc.)

### Period of study

Start date (year/month) End date (year/month) Year of graduation (if applicable)

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### Post-secondary education (graduate, technological, university, etc.)

Title of diploma obtained or last successful year		Name of program or specialization (if applicable)	
Name of the educational institution attended		Number of years of successful studies in this program	
City	Region, province, territory or state	Country	

Other details, if applicable (e.g. "I completed this program on a part-time basis," "I took a distance learning course," "Due to [...], I was exempted from completing a year of study," "I obtained a second diploma entitled [...] at the end of the same course," etc.)

#### Period of study

Start date (year/month)	End date (year/month)	Year of graduation (if applicable)
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Title of diploma obtained or last successful year		Name of program or specialization (if applicable)	
Name of the educational institution attended		Number of years of successful studies in this program	
City	Region, province, territory or state	Country	

Other details, if applicable (e.g. "I completed this program on a part-time basis," "I took a distance learning course," "Due to [...], I was exempted from completing a year of study," "I obtained a second diploma entitled [...] at the end of the same course," etc.)

#### Period of study

Start date (year/month)	End date (year/month)	Year of graduation (if applicable)
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Title of diploma obtained or last successful year		Name of program or specialization (if applicable)	
Name of the educational institution attended		Number of years of successful studies in this program	
City	Region, province, territory or state	Country	

Other details, if applicable (e.g. "I completed this program on a part-time basis," "I took a distance learning course," "Due to [...], I was exempted from completing a year of study," "I obtained a second diploma entitled [...] at the end of the same course," etc.)

#### Period of study

Start date (year/month)	End date (year/month)	Year of graduation (if applicable)
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Title of diploma obtained or last successful year		Name of program or specialization (if applicable)	
Name of the educational institution attended		Number of years of successful studies in this program	
City	Region, province, territory or state	Country	

Other details, if applicable (e.g. "I completed this program on a part-time basis," "I took a distance learning course," "Due to [...], I was exempted from completing a year of study," "I obtained a second diploma entitled [...] at the end of the same course," etc.)

#### Period of study

Start date (year/month)	End date (year/month)	Year of graduation (if applicable)
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Title of diploma obtained or last successful year		Name of program or specialization (if applicable)	
Name of the educational institution attended		Number of years of successful studies in this program	
City	Region, province, territory or state	Country	

Other details, if applicable (e.g. "I completed this program on a part-time basis," "I took a distance learning course," "Due to [...], I was exempted from completing a year of study," "I obtained a second diploma entitled [...] at the end of the same course," etc.)

#### Period of study

Start date (year/month)	End date (year/month)	Year of graduation (if applicable)
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Title of diploma obtained or last successful year		Name of program or specialization (if applicable)	
Name of the educational institution attended		Number of years of successful studies in this program	
City	Region, province, territory or state	Country	

Other details, if applicable (e.g. "I completed this program on a part-time basis," "I took a distance learning course," "Due to [...], I was exempted from completing a year of study," "I obtained a second diploma entitled [...] at the end of the same course," etc.)

#### Period of study

Start date (year/month)	End date (year/month)	Year of graduation (if applicable)
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If I provide any information or document that is erroneous, altered, false or misleading, I understand and agree that the Ministère may:

- refuse to give me a comparative evaluation;
- keep my request for a comparative evaluation and all supporting documents;
- refuse to provide me with evidence relating to the verification carried out;
- refuse to analyze any new request for comparative evaluation that I may submit to it within three years of the opening of this request;
- disclose any erroneous, altered, false or misleading information or documents to other administrative units of the Ministère.

Fill in these fields after reading the declaration.

► In witness whereof, I have signed in

\_\_\_\_\_  
City Country Date (year/month/day)

Sign to attest to your agreement with this declaration.

► Signature

\_\_\_\_\_  
Client

Note that this section is optional.

## ► 8. Consent clause

The Ministère would like to contact you to conduct studies (surveys, focus groups, etc.) to improve the quality of its services and to monitor your integration into Québec.

Please note that this section is optional. The choice of whether or not to consent to this section will not affect the processing of your application. You may also terminate your authorization at any time by emailing the Ministère at [desinscription@midi.gouv.qc.ca](mailto:desinscription@midi.gouv.qc.ca), with no negative consequence or prejudice and without having to justify your decision.

I authorize the Ministère de l'Immigration, de la Francisation et de l'Intégration to contact me to conduct studies (surveys, focus groups, etc.) to improve the quality of its services and to monitor my integration into Québec.

Signature

\_\_\_\_\_  
Client Date (year/month/day)



## Part 2 – List of Supporting Documents

Check the box corresponding to each document you are submitting. You can attach this duly completed list to your request and provide all requested documents in the required format.

For rules on document requirements (document format and translation), visit the Ministère's website at <http://www.immigration-quebec.gouv.qc.ca/en/informations/document-requirements.html>.

If you are providing translations of documents, please place them on top of the translated document.



Do not submit any original documents unless otherwise specified in the following sections, as none of the submitted documents will be returned to you.

Fill out, date and sign the Request for a Comparative Evaluation form (*Form and List of Supporting Documents* sections) and the Declaration.

Forms and declarations		Required format	Document submitted
Request for Comparative Evaluation of Studies Done Outside of Québec			
▶ A	<ul style="list-style-type: none"> <li>Form <u>Request for Comparative Evaluation of Studies Done Outside of Québec (A-0361-F0)</u> including:                             <ul style="list-style-type: none"> <li>Section 4, which contains your information on <b>all your studies abroad</b>, even if you do not wish to have all your courses evaluated.</li> <li>The Declaration (section 7), duly completed and signed.</li> </ul> </li> </ul>	Original	

Provide this form if you are using another person to represent you in your request for a comparative evaluation. This form is available on the Ministère's website at <http://www.immigration-quebec.gouv.qc.ca/en/forms/search-title/power-attorney-represent.html>.

Representation Mandate		Required format	Document submitted
<i>If this section does not apply to your situation, go to the next section.</i>			
▶ B	<ul style="list-style-type: none"> <li><u>Representation Mandate</u> [form A-0525-AF], duly completed and signed by you and the person representing you</li> </ul>	Original	

Provide a document that attests to your identity (preferably a colour photocopy). Your declared name must appear on it.

Supporting Documents		Required format	Document submitted
Identity			
▶ C	<ul style="list-style-type: none"> <li>Pages of your valid passport indicating your identity (surname, first name, date of birth, place of birth) and the date of issue of the passport</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Act or certificate of birth</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>One of the following documents, issued by <b>Immigration, Refugees and Citizenship Canada</b>:                             <ul style="list-style-type: none"> <li>Canadian citizenship certificate</li> <li>Permanent Resident Card</li> <li>Confirmation of Permanent Residence document</li> <li>Asylum Seeker document</li> </ul> </li> </ul>	Photocopy	
▶ D	<ul style="list-style-type: none"> <li>In the event of a name change, also provide one of the following documents:                             <ul style="list-style-type: none"> <li>Act or certificate of marriage;</li> <li>Change of Name certificate;</li> <li>Act or certificate or judgment of divorce or annulment of marriage</li> </ul> </li> </ul>	Photocopy	

If the name on your educational documents is different from the name on the identity document, please attach a document officially attesting to a name change.

Submit a certified true copy of the original of each foreign educational document you wish to be evaluated (certified true copy, preferably in colour).

You will find the **List of authorities recognized by the Ministère for certifying documents** on the Ministère's website <http://www.immigration-quebec.gouv.qc.ca/en/forms/search-title/list-authorities.html>.

Place each certified true copy of a diploma on top of the original of the associated transcript to facilitate the processing of your request for a comparative evaluation.

## ► Foreign Educational Documents


		Required format	Document submitted
E	For primary education: <ul style="list-style-type: none"> <li>No documents to provide, the Ministère does not evaluate them</li> </ul>	N/A	N/A
F	For high school studies not completed <ul style="list-style-type: none"> <li>Transcripts detailing each course and the marks obtained for the last two years of successful study <ul style="list-style-type: none"> <li>If the transcripts do not indicate that you successfully completed your secondary studies, provide another document from the educational institution you attended confirming the portion of the program you successfully completed</li> </ul> </li> </ul>	Copy certified as true to the original by a <u>recognized authority</u>	
G	For completed general secondary education: <ul style="list-style-type: none"> <li>Official diploma obtained</li> </ul>	Copy certified as true to the original by a <u>recognized authority</u>	
H	For completed vocational secondary or post-secondary (higher) education: <ul style="list-style-type: none"> <li>Official diploma obtained</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>Transcripts detailing each course and the marks obtained for each grade</li> </ul>	Copy certified as true to the original by a <u>recognized authority</u>	
I	For post-secondary (higher) education not completed: <ul style="list-style-type: none"> <li>No documents to provide, the Ministère does not evaluate them</li> </ul>	N/A	N/A

For translation requirements and the definition of a recognized translator, visit the Ministère's website at <http://www.immigration-quebec.gouv.qc.ca/en/informations/document-requirements/html#translation>.

## ► Translations

		Required format	Document submitted
J	If you are submitting documents or parts of documents – <i>photocopy of a document proving identity, certified copy of the original of a school document, etc.</i> – in a language other than French or English, provide for each document in the original language: <ul style="list-style-type: none"> <li>the complete original of each translation, produced by a <u>recognized translator</u>.</li> </ul> <p>If the original document is written in French or English, but has a seal in another language, have it translated, even if it is a seal affixed by the authority that certified that your document is a true copy of the original.</p>	Original	

## Payment of Applicable Fees

 Processing of your comparative evaluation will not begin until we have received payment of the applicable fees.

If the payment has not been included with your request for a comparative evaluation or if it is insufficient, we will return your request to you without processing.

Refer to the Ministère's website for the applicable fees and accepted methods of payment: <http://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/submitting-request/fees.html>.

Cheques and bank drafts, produced less than 6 months ago, must be made payable to the "Minister of Finance of Québec."

Print your name and date of birth on the back of the payment.

	Required format	Document submitted
<p>► The applicable fees must be paid in <b>Canadian currency (CAD)</b>.</p> <p>Please note that cash payments, personal cheques and travellers' cheques <b>are not accepted</b>.</p> <p>K</p> <ul style="list-style-type: none"> <li>• One of the <u>accepted methods of payment</u>:               <ul style="list-style-type: none"> <li>– Certified cheque drawn on a Canadian bank;</li> <li>– Bank draft drawn on a Canadian bank;</li> <li>– Cheque issued by a currency exchange broker;</li> <li>– Cheque issued by a Canadian company;</li> <li>– Canada Post money order.</li> </ul> </li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• If you choose to pay by credit card (Visa, Mastercard, American Express), complete, sign and attach this form to your comparative evaluation request:               <ul style="list-style-type: none"> <li>– <u>Payment by credit card (A-0591-A0)</u></li> </ul> </li> </ul>	Original	