

STUDIES COMPLETED

Please indicate **all your studies** and attach educational documents and translations where necessary (see FACT SHEETS 3 and 4).

N.B.: Grade levels will not influence the study of your request as long as you obtained passing grades.

10. ELEMENTARY STUDIES (Do not attach diplomas or transcripts in this case.)

_____	_____	From [] [] [] [] to [] [] [] []
Educational institution	City _____ Country	Period of study
_____	[] [] [] [] _____	_____
Certificate or diploma obtained	Year diploma was received, where applicable	Language of study

If the family name(s) or given name(s) indicated on the educational documents are different from the name that you currently use, please attach a document explaining the difference (see FACT SHEET 3).

11. SECONDARY STUDIES

_____	_____	From [] [] [] [] to [] [] [] []
Educational institution	City _____ Country	Period of study
_____	[] [] [] [] _____	_____
Diploma earned or last year of education successfully completed	Year diploma was received and field of study	Language of study
_____	_____	From [] [] [] [] to [] [] [] []
Educational institution	City _____ Country	Period of study
_____	[] [] [] [] _____	_____
Diploma earned or last year of education successfully completed	Year diploma was received and field of study	Language of study
_____	_____	From [] [] [] [] to [] [] [] []
Educational institution	City _____ Country	Period of study
_____	[] [] [] [] _____	_____
Diploma earned or last year of education successfully completed	Year diploma was received and field of study	Language of study

12. POST-SECONDARY STUDIES – Technical / Vocational / University

_____	_____	From [] [] [] [] to [] [] [] []
Educational institution	City _____ Country	Period of study
_____	[] [] [] [] _____	_____
Diploma earned or last year of education successfully completed	Year diploma was received and field of study	Language of study
_____	_____	From [] [] [] [] to [] [] [] []
Educational institution	City _____ Country	Period of study
_____	[] [] [] [] _____	_____
Diploma earned or last year of education successfully completed	Year diploma was received and field of study	Language of study
_____	_____	From [] [] [] [] to [] [] [] []
Educational institution	City _____ Country	Period of study
_____	[] [] [] [] _____	_____
Diploma earned or last year of education successfully completed	Year diploma was received and field of study	Language of study
_____	_____	From [] [] [] [] to [] [] [] []
Educational institution	City _____ Country	Period of study
_____	[] [] [] [] _____	_____
Diploma earned or last year of education successfully completed	Year diploma was received and field of study	Language of study

CHECKLIST

Make sure you have:

- correctly filled out the form and answered all the questions;
- enclosed all the required documents:
 - ✓ an **identity paper**, or **photocopy** of such if your request is mailed (see FACT SHEET 3),
 - ✓ **originals** of **diplomas/degrees**, **transcripts** and **certificates** for all the **internships** you completed or **certified copies** issued by the educational institution or relevant government educational authority (see FACT SHEET 3),
 - ✓ the original of the **translation** or, where applicable, the **revision of the translation of documents** that are neither in French nor in English (see FACT SHEET 4),
 - ✓ an **employer's letter**, where applicable (see FACT SHEET 5),
 - ✓ an **official document** attesting to the difference between the name you currently use and the name that appears on your diplomas/degrees or transcripts (see FACT SHEET 3);
- signed and dated the request form;
- included payment for opening and processing your file.

Thank you for taking the time to fill out this **optional questionnaire** to help us better understand your needs and offer you better service. (You are not required to answer all these questions.)

1. Why are you requesting an *Évaluation comparative des études effectuées hors du Québec*?

- | | | |
|--|---|---|
| <input type="checkbox"/> To pursue studies | <input type="checkbox"/> Secondary general | <input type="checkbox"/> Secondary vocational |
| | <input type="checkbox"/> College (pre-university) | <input type="checkbox"/> College (technical) |
| | <input type="checkbox"/> University (undergraduate) | <input type="checkbox"/> University (Master's, PhD) |
| <input type="checkbox"/> To work | | |
| <input type="checkbox"/> To apply for admission to a professional order | | |

Which professional order? _____

2. Was the *Évaluation comparative des études effectuées hors du Québec* expressly demanded of you by:

- | | |
|--|-------------------------|
| <input type="checkbox"/> an educational establishment? | Specify: _____ |
| <input type="checkbox"/> an employer? | In what industry? _____ |
| <input type="checkbox"/> a professional order? | Which one? _____ |
| <input type="checkbox"/> another body? | Specify: _____ |

3. How did you learn of the existence of the *Évaluation comparative*?

- | | |
|--|----------------|
| <input type="checkbox"/> MICC Web site | |
| <input type="checkbox"/> Other Web site | Specify: _____ |
| <input type="checkbox"/> Employer | |
| <input type="checkbox"/> Educational establishment | |
| <input type="checkbox"/> Local employment centre (Centre local d'emploi - CLE) | |
| <input type="checkbox"/> Other source | Specify: _____ |

PROTECTION OF PERSONAL INFORMATION

The personal information contained in this form is needed to process your application for an *Évaluation comparative des études effectuées hors du Québec* (comparative evaluation of studies done outside Québec). The Minister responsible for applying the *Act respecting the Ministère de l'Immigration et des Communautés culturelles (MICC)* may also use it for studies, statistics compilation and program evaluation or to provide you with information that could facilitate your settlement and integration into Québec society.

Access to this information is restricted to persons authorized by virtue of provisions of the *Act respecting Access to documents held by public bodies and the Protection of personal information* (R.S.Q., c. A-2.1). You have the right to see any information that concerns you and to have any inaccurate information corrected by sending a written request to the office responsible for processing your application.

The personal information contained in your file is confidential and may not be disclosed without your consent. However, the MICC may, **without your consent:**

- provide a personal information to any person or body when it is required for the application of a law in Québec;
- be authorized to provide a personal information to Québec public bodies if this information is required for carrying out their responsibilities or implementing a program under their management.

DECLARATION

I understand:

- that it is my responsibility to obtain and provide the information and documents required for examining my application;
- that, in processing my application for an *Évaluation comparative des études effectuées hors du Québec*, the MICC may contact the educational institutions I attended or the relevant government educational authorities to obtain or check information about my studies and the educational documents that I submitted;
- that my application processing time will be longer if additional information is required from the educational institutions I attended or from the relevant government educational authorities;
- that the fees charged to open and process files are not refundable;
- that educational documents with alterations, corrections or erasures may be refused;
- that if I provide false information or forged or altered documents, the MICC:
 - will refuse to issue an *Évaluation comparative des études effectuées hors du Québec*;
 - will retain these documents;
 - may take legal action against me since presenting false documents constitutes an offence under the law.

Signature: _____ Date: _____

I hereby declare that the information and documents provided with my application for an *Évaluation comparative des études effectuées hors du Québec* are accurate.

Signature: _____ Date: _____

Payment of fees for opening and processing a file

To open a file and process a request for an *Évaluation comparative des études effectuées hors du Québec*, please enclose \$105 in **Canadian currency**. This fee is not refundable.

You may pay:

- cash** (only if payment is made in person at the office responsible for processing the request)
- by debit card** (only if payment is made in person at the office responsible for processing the request)
- by certified cheque**, negotiable without charge in Canada and made payable to the **Ministre des Finances du Québec**
- by postal or bank money order**, negotiable without charge in Canada and made payable to the **Ministre des Finances du Québec**
- by credit card** (Visa or MasterCard)

N.B. To avoid delays and additional charges, all certified cheques and postal or bank money orders, even if they are made payable to the Minister of Finance of Québec, must be sent to the Centre d'expertise sur les formations acquises hors du Québec (Centre for evaluation of studies done outside Québec).

If you wish to pay by credit card, please fill out the section below. (Do not fill out if presenting your request at the counter.)

PAYMENT BY CREDIT CARD (*Visa and MasterCard only*)

I authorize the Ministère de l'Immigration et des Communautés culturelles to charge the following amount to my credit card:

Visa

MasterCard

Card number:

Expiry date:

Month Year

Amount paid:

 \$CAN

IDENTIFICATION OF CARD HOLDER

Family name:

Given name:

Signature:

(Card holder)

Date:

Year Month Day

This document will be destroyed once payment has been collected.