

General information

What is a comparative evaluation for studies?

The *Évaluation comparative des études effectuées hors du Québec* (Comparative evaluation for studies done outside Québec) is an **expert opinion** issued by the Ministère de l'Immigration, de la Diversité et de l'Inclusion solely for information purposes which establishes a general comparison between two official education systems. The comparative evaluation describes the academic documents and indicates which **Québec academic milestones** (or principal diplomas) and **areas of training** are comparable to studies done outside Québec. It is neither a diploma nor the equivalent of a diploma.

The Ministère examines the academic documents submitted to it by applying rigorous standards and recognized analytic methods in the comparative evaluation of diplomas.

Do you really need a comparative evaluation?

Before requesting a comparative evaluation, you should check whether you really need to obtain this opinion.

Because this opinion is neither a diploma nor the equivalent of a diploma, and since it places no obligation upon an employer, professional order or any other regulatory body, you may not need to obtain a comparative evaluation.

Documents that are not evaluated by the Ministère (non-exhaustive list)

- Academic documents awarded for a program that is not recognized by competent authorities responsible for the education system concerned
- Academic documents issued by an educational institution that is not recognized by competent authorities responsible for the education system concerned
- Academic documents awarded for primary and secondary studies of less than nine years duration (excluding kindergarten)
- Academic documents awarded for uncompleted post-secondary studies
- Certificates of school attendance or registration
- Attestations or certificates of occupational competency or qualification
- Academic documents issued by an educational institution in a Canadian province or territory
- Work certificates
- Certificates of work internships that are not part of official academic training leading to a diploma
- Transcripts or diplomas for studies lasting less than one school year

The Ministère reserves the right to not evaluate all documents submitted to it, in particular those related to intermediate studies or which do not correspond to a terminal cycle in Québec.

Document requirements

When you request a Comparative evaluation for studies done outside Québec, make sure to include the necessary documents in the **required format** (original, certified true copy or photocopy).



You must not send original copies, unless indicated otherwise, since the documents submitted will not be returned.

Certified true copy

The “certified true copy” format indicates that the copy of the document that you submit **must necessarily** be certified as true to the original either by the document issuer or by a recognized authority in the **country or territory that issued the document**. To learn the requirements of the “certified true copy” format, consult our website www.immigration-quebec.gouv.qc.ca/document-requirements. To learn which authorities are authorized to certify documents as true, refer to the list of authorities recognized for certifying documents at www.immigration-quebec.gouv.qc.ca/list-authorities-recognized.

Translation

If you submit documents or parts of documents in a language other than French or English, you must provide:

- **The document in its original language** in the required format (original, certified true copy or photocopy)
- **The original of the complete translation done by an accredited translator**. To learn the requirements for translations and the definition of accredited translator, consult our website www.immigration-quebec.gouv.qc.ca/document-requirements.



If the original document is written in French or English, but includes a seal in another language, you must have this seal translated.

- **If have not completed your secondary studies**, the transcripts of the last two academic years that you completed successfully must be translated.
- **If you have completed your secondary academic studies**, only your graduation diploma must be translated.
- **If you have completed your secondary vocational studies**, your graduation diploma and transcripts for each year of study must be translated.
- **If you have completed your post-secondary studies**, all the diplomas and transcripts for each year of study must be translated.

The Ministère reserves the right to ask for other translations. Where applicable, you must pay related fees.

You do not have to translate diplomas and transcripts from your primary school studies nor do you need to enclose these documents with your application.

Fees payable

To learn what fee you must pay for the processing of your application, consult our website at: www.immigration-quebec.gouv.qc.ca/comparative-evaluation-fees.

You or a third party must pay the fee in full at the time your application is submitted. **It is not refundable and does not guarantee that we will be able to issue you a comparative evaluation.**

For more information, you may consult our website at www.immigration-quebec.gouv.qc.ca/comparative-evaluation.



Important – You must give all the information requested in the form. If you fail to complete a section of the form or enclose a required document, your file will be returned to you.

Have you ever previously requested a comparative evaluation from the Ministère de l'Immigration et des Communautés culturelles?

Yes No If yes, please give your file number: C000 _____

1. Personal information

Sex Female Male

Give your family name and given name in block letters as they appear on your identity document

Family name

Given name

Give your family name at birth if it is different from the name on your identity document.

Family name at birth

Date of birth (year/month/day)

Country or territory of birth

Check the box beside the enclosed document.

Documents vouching for your identity

You must enclose a photocopy of one of the following identity papers with your request.

Enclose the translation of diplomas and transcripts that you submit if they are written in a language other than French or English.

- Pages of your valid passport indicating your identity, the date of issue and expiry, and any change made to this information
- Act or certificate of birth
- Document issued by Citizenship and Immigration Canada (Canadian citizenship certificate, permanent resident card, document confirming permanent residence or asylum seeker document)

If the name appearing on your academic documents is different from the name on your identity paper, you must enclose a photocopy of **one of the following official documents** to explain the difference:

- Act or certificate of marriage
- Certificate of change of name
- Act or certificate or judgment of divorce or annulment of marriage
- Death certificate of your spouse



You must not send original copies, unless indicated otherwise, since the documents submitted will not be returned.

Residence address

Number Street Apartement

City Province Postal code Country or territory

Home telephone Telephone (other)

E-mail

Reserved for use by the Ministère de l'Immigration et des Communautés culturelles. Do not write in this space.

Date de réception de la demande : _____ Date d'ouverture du dossier : _____

For each diploma, you must enclose the detailed transcripts corresponding to each year of study as well as the translation or certification of the translation if the document is written in a language other than French or English

► 2. Information on education

You must present a copy certified as true by a recognized authority for each academic document to be evaluated. You may consult the *List of authorities recognized for certifying documents* on our website at www.immigration-quebec.gouv.qc.ca/list-authorities-recognized.

It is important to consult the item *Exception – Sending of transcripts to the Ministère by some institutions of higher education* on our website at www.immigration-quebec.gouv.qc.ca/educational-documents to check whether the educational institution you attended is covered by special rules.

You must provide the information requested on your primary school education. However, since you do not need to request an evaluation for these studies, you do not have to enclose any document with your request.

► Primary education

School attended

City _____ Country or territory

Language of instruction _____ Number of years of study

Period of study

From: _____ To: _____

year/month year/month

Indicate all studies that you have followed or are currently pursuing.

► Secondary education (academic, vocational or technical)

For completed vocational and technical studies, enclose only those documents you wish to have evaluated (diplomas and detailed transcripts corresponding to each year of study).

For completed academic studies, enclose only the diploma that you wish to have evaluated.

For studies not completed, enclose transcripts for the last two years of study completed successfully. If the transcripts do not clearly indicate the successful completion of each year concerned, you must add an official attestation from the educational institution you attended that confirms the portion of the program that was successfully completed.

If necessary, you may enclose an additional sheet.

School attended

City _____ Country or territory

Language of instruction _____ Field of study, where applicable

Period of study

From: _____ To: _____ _____

year/month year/month Name of diploma obtained or last successfully completed year of study Year diploma was obtained

School attended

City _____ Country or territory

Language of instruction _____ Field of study, where applicable

Period of study

From: _____ To: _____ _____

year/month year/month Name of diploma obtained or last successfully completed year of study Year diploma was obtained

School attended

City _____ Country or territory

Language of instruction _____ Field of study, where applicable

Period of study

From: _____ To: _____ _____

year/month year/month Name of diploma obtained or last successfully completed year of study Year diploma was obtained

I wish to have this document evaluated

Yes No



The Ministère does not evaluate academic documents that relate to incomplete post-secondary studies.

Indicate all studies that you have followed or are currently pursuing.

You must enclose only those documents **you wish to have evaluated** (diplomas and detailed transcripts corresponding to each year of study).

If necessary, you may enclose an additional sheet

► **Post-secondary education (technical, vocational and university)**

 Institution attended

 City Country or territory

_____ _____
 Language of instruction Field of study, where applicable

Period of study

From: _____ To: _____ _____ _____
 year/month year/month Name of diploma obtained or last successfully completed year of study Year diploma was obtained

I wish to have this document evaluated

Yes

No

 Institution attended

 City Country or territory

_____ _____
 Language of instruction Field of study, where applicable

Period of study

From: _____ To: _____ _____ _____
 year/month year/month Name of diploma obtained or last successfully completed year of study Year diploma was obtained

 Institution attended

 City Country or territory

_____ _____
 Language of instruction Field of study, where applicable

Period of study

From: _____ To: _____ _____ _____
 year/month year/month Name of diploma obtained or last successfully completed year of study Year diploma was obtained

 Institution attended

 City Country or territory

_____ _____
 Language of instruction Field of study, where applicable

Period of study

From: _____ To: _____ _____ _____
 year/month year/month Name of diploma obtained or last successfully completed year of study Year diploma was obtained

If you want another person to take care of submitting your request or following your case, you must attach a power of attorney to this effect with your request.

You will find the *Power of attorney – Mandate* form at www.immigration-quebec.gouv.qc.ca/mandate.

► 3. Protection of personal information

The personal information that you provide on this form is needed to process your request for an *Évaluation comparative des études effectuées hors du Québec*. It may also be used by the Minister responsible for applying the *Act respecting the Ministère de l'Immigration, de la Diversité et de l'Inclusion* for studies, statistical compilations, program evaluation or to provide you with any information likely to facilitate your settlement and integration into Québec society.

Access to this information is restricted to persons authorized under 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 Ministère may, without your consent:

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

Read the declaration carefully before signing it.

By signing, you confirm that you have clearly understood this declaration and that the information you provided is accurate.

If you fail to sign your declaration, we will return your request and all the documents that you submitted.

► 4. Declaration

I understand and agree as follows:

All the conditions and restrictions provided in the General Information section apply to my request.

The *Évaluation comparative des études effectuées hors du Québec*, issued by the Ministère de l'Immigration et des Communautés culturelles, is neither a diploma nor the equivalent of a diploma. It is an **expert opinion** issued for reference purposes to facilitate your access to employment or studies.

I am responsible for providing all the information and documents needed for examining my request. Otherwise, my request and my documents will be returned to me.

The Ministère may communicate with the academic institutions that I attended to verify the accuracy of information provided in my request. In this case, it will take longer to process my request.

The fees charged to examine my request are not refundable and do not guarantee that the Ministère will be in a position to issue me a comparative evaluation.

If the Ministère does not obtain the information and the documents needed to evaluate my studies, it can close my file.

If I provide incorrect or misleading information, or forged or altered documents, the Ministère:

- will refuse to issue me a comparative evaluation and will keep my request and all the documents submitted in support of it;
- will not send me the evidence related to verification of the authenticity of documents submitted in support of my request;
- will refuse to examine any new request that I may submit within three years following the submission of this request.

I declare that the information provided on my request is accurate.

You must send us the completed form with the original signature.

Signature

Date

Important

Before mailing your request duly completed, signed and dated, make sure to enclose the following items:

- a photocopy of your identity paper and, if applicable, a photocopy of the official document attesting to the difference between your name and the name that appears on your academic documents;
- certified true copies of all academic documents that you wish to have evaluated;
- full payment of fees;
- the original of the translation if you are submitting documents or parts of documents written in a language other than French or English;
- a letter requesting priority processing, where appropriate (see the rules on this subject at www.immigration-quebec.gouv.qc.ca/comparative-evaluation-learn-more);
- Enclose the Power of attorney – Mandate form (A-0525-AA).

To submit your request

You must send your request by mail to the following address:

Direction du courrier, de l'encaissement et de l'évaluation comparative
Ministère de l'Immigration, de la Diversité et de l'Inclusion
285, rue Notre-Dame Ouest, 4^e étage
Montréal (Québec) H2Y 1T8
CANADA