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Consideration of Alternative Documents Request Form

To complete this form, you must download and save a blank copy to your computer. Close your Internet browser and open the saved copy from your computer files. Now you may print off a hard copy or enter your information electronically.

The College understands there are unique circumstances that may make obtaining required documents difficult, but also recognizes that there must be satisfactory evidence to support an application for a certificate of registration. This form is for applicants who are unable to obtain the required documents and are requesting that the Registrar considers alternative documents, under the College's [Policy regarding Unavailable Documents](#). Please review the [Guide](#) to confirm that this form applies to you.

Section 1: Personal Information

Application Reference Number:

Last Name:

First Name:

Middle Name(s):

Section 2: Reason for Request

1. Please indicate which document(s) you were unable to obtain. (Select all that apply):

Official Transcript

World Education Services (WES) International Credential Advantage Package (ICAP)

Course outlines/syllabi for program(s) completed

Other (please specify):

2. Please specify the reason that you were unable to obtain the documents and provide details (select all that apply):

The educational institution has closed

The documents have been lost or destroyed by the education institution

The educational institution or government authority has refused to provide documents

There is a real risk of harm to you and/or your family if you attempt to obtain the documents

Other (please specify):

Please provide all details about your reason and the efforts made (including all communication efforts) to obtain the documents in the space provided below.

***Attach supplementary documentation to this form.**

Section 3: Alternative Documents

Please indicate what alternative documents you will be submitting for consideration. Select all that apply.

Alternative Document(s) to Official Transcript or WES ICAP

Alternative Document(s) to Course Outlines/Syllabi

Other Alternative Document(s) to required document(s)

Please provide a detailed description of the document(s) you are proposing to provide as an alternative to the required document(s).

Section 4: Signed Acknowledgment and Confirmation

I acknowledge that, absent risk of harm to myself or my family, I have exhausted all reasonable options for obtaining the documents required by the College, including contacting the educational institution, any successor to the educational institution, Ministry of Education, or equivalent government or other licensing authority.

By Checking this box and typing or printing my name, I confirm that all the information contained in this Request for Consideration of Alternative Documents Form is true, and acknowledge that any false or misleading statement, representation or declaration in or in connection to this request, may be cause for refusal of registration or disciplinary action.

Applicant's Full Name:

Date (DD/MM/YY):