

## Consideration of Alternative Documents Guide

The College's *Consideration of Alternative Documents Guide* applies to applicants and former members who are applying to the College and require the Registrar to consider alternative documents under the College's *Policy Regarding the Consideration of Alternative Documents*, please read the following carefully. Acceptance of alternative documentation does not imply that an assessment of the applicant's documentation will result in meeting all of the registration requirements.

### Considerations before requesting an alternative documents review

Please carefully ensure that, you have safely **exhausted all reasonable options** for obtaining the documents requested, including contacting the educational institution, any successor to the issuing institution or authority (Ministry of Education, or equivalent government or other licensing authority). You will be required to provide evidence to the College that you have exhausted these reasonable options along with your *Consideration of Alternative Documents Request Form*.

### How to complete the Consideration of Alternative Documents Request Form

There are four sections of the *Consideration of Alternative Documents Request Form*. All sections of the form must be completed in order for the College to process your request. Select the headings below for instructions about how to complete each section of the form.

#### Section 1: Personal Information

- **Application reference number**
  - This is the unique, six-digit number assigned to you upon submission of your application to the College
- **Last name, First name, Middle name(s)**
  - Provide your first and last name
  - Provide your middle name(s), if applicable

#### Section 2: Reason for Request

In order for the Registrar to consider the request to review alternative documents, the College requires information regarding the document(s) you were unable to obtain and the reason(s) you were unable to do so. Indicate all that apply to your particular circumstance.

***Please indicate which document(s) you were unable to obtain (which may include any of the following):***

- **Official Transcript**
  - You completed education from a Canadian post-secondary institution
  - You have attempted to make arrangements to have your official transcript(s) sent from the post-secondary institution(s) directly to the College, and were unsuccessful

- **World Education Services (WES) International Credential Advantage Package (ICAP)**
  - You completed your education from a post-secondary institution(s) in a country other than Canada
  - You have applied to WES for an ICAP Report, authorizing WES to provide an official report directly to the College, and were unsuccessful
- **Course outlines/syllabi for program(s) completed**
  - A course outline/syllabus is an academic document that provides information about a specific course and sets out prerequisites, expectations, objectives and learning outcomes, etc. It also provides a framework for the connections between learning outcomes and content
  - You have attempted to procure course outlines/syllabi for the course(s) completed, either from the post-secondary institution(s) or third parties, and were unsuccessful
- **Other (please specify)**
  - Any other document that may have been requested from you by the College that you were unsuccessful in obtaining

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

- **The issuing institution or authority has closed**
  - Provide as many details as possible about the issuing institution's closure and all efforts made to obtain the documents in the text box provided, and include the following types of supplementary documents:
    - Any evidence of communication with any successor to the issuing institution or authority (Ministry of Education, or equivalent government or other licensing authority). This includes any emails, registered mail, official communications, log of phone calls made, etc.
    - Any official documentation of the institution's closure (this includes any official letter from Ministry of Education, or equivalent government or other licensing authority)
    - Any unofficial documentation of the institution's closure **if** official documentation is unavailable (this includes sources such as news articles, notices on government websites, etc.)
- **Documents have been lost or destroyed**
  - Provide as many details as possible about the lost or destroyed documents and all efforts made to obtain the documents in the text box provided, and include the following types of supplementary documents:
    - Any evidence of communication with the issuing institution, including any emails, registered mail, official communications, log of phone calls made, etc.
    - Any official documentation from the issuing institution to corroborate that the documents have been lost or destroyed, including any official letter(s)
- **The issuing institution or authority has refused to provide documents**
  - Submit as many details as possible about the refusal by the issuing institution or authority to provide documents, and include the following types of supplementary documents:
    - Any evidence of attempted contact with the issuing institution or authority, including any emails, registered mail, log of phone calls, affidavit, etc.
    - Any evidence of refusal from the issuing institution or authority to provide the documents, including any emails, registered mail, official communications, log of phone calls, affidavit, etc.

- **There is potential for harm to you and/or your family if you attempt to obtain the documents**
  - Provide as many details as possible about the risk you and/or your family may experience should you attempt to obtain the documents in the text box provided
- **Other (please specify)**
  - Provide as many details as possible about the other reasons specified and any efforts that you may have made that were not included in the previous sections in the text box provided

### Section 3: Alternative Documents

In order for the Registrar to consider the request to review alternative documents, the College requires information regarding the alternative document(s) you are proposing to provide.

#### **Alternative Document(s) to Official Transcript or WES ICAP**

Provide a detailed description of the document(s) you are proposing to provide as an alternative to the official transcript in the text box provided. The alternative document(s) must include the following information:

- Credential obtained,
- Name of program of study,
- Graduation year, and
- Length of the program

#### **Alternative Document(s) to Course Outlines/Syllabi**

Provide a detailed description of the document(s) you are proposing to provide as an alternative to the course outlines/syllabi requested in the text box provided.

#### **Alternative Document(s) to other required document(s)**

Provide a detailed description of the document(s) you are proposing to provide as an alternative to any other required document requested by the College in the text box provided.

### Section 4: Signed Acknowledgement and Confirmation

The purpose of Section 4 of the *Consideration of Alternative Documents Request Form* is to confirm that:

- You 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
- You are providing truthful information in your *Consideration of Alternative Documents Request Form* and any supporting documents
- You understand there may be consequences for providing false or misleading information in your *Consideration of Alternative Documents Request Form* or in relation to your *Consideration of Alternative Documents Request Form*

To confirm your understanding of the statements and to agree to the terms of the *Consideration of Alternative Documents Request Form*, check the box for each statement. Also type/print your name and indicate the date. The College treats this entry as your signature.