

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 the Consideration of Alternative Documents](#).

Please review the [Alternative Documents Request 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 (which may include any of the following):
 - ☐ 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 issuing institution or authority has closed
 - ☐ The documents have been lost or destroyed
 - ☐ The issuing institution or authority has refused to provide documents
 - ☐ There is potential for 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.

***Please submit any supplementary documentation with this form.**

Section 3: Alternative Documents

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 I have exhausted all reasonable options for obtaining the documents required by the College, including contacting the issuing institution or authority, any successor to the issuing 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 Consideration of Alternative Documents Request 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):