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REQUEST FOR ACADEMIC DOCUMENTS

(See next page for Instructions to Applicants)

(Date)

The Registrar

Dear Sir/Madam:

In support of my application for registration as a Professional Geoscientist in the Province of Ontario, Canada would you please forward a certified Transcript of my academic record directly to the World Education Services (WES). Please visit the WES website, <http://www.wes.org/ca/required/index.asp>, and make your country selection. The Request for Academic Records form is available in section 3 after the country view. Only international transcripts should be sent to the WES address. All other PGO application documents should be sent to PGO.

Yours truly,

(Signature)

(Street Address)

(Legal Name – Please Print)

(City)

(Province)

(Name at Graduation - if applicable)

(Country)

(Postal Code)

STUDENT NUMBER:

DATE OF BIRTH:

(Year / Month / Day)

DEGREE(s):

FACULTY:

DISCIPLINE:

DATE OF GRADUATION:

INSTRUCTIONS TO APPLICANTS REGARDING COMPLETION OF THE FORM

1. This form is to be sent BY THE APPLICANT to the university, college, school or institution attended. Photocopies may be made if needed because more than one university, college or school was attended.
2. A complete and certified transcript is required for all post-secondary academic accomplishments, regardless of the program, level or country.
3. Applicants should check with the university to ensure there are no outstanding transcripts or other fees. The applicant must pay transcript fees before the university may release documents to PGO.
4. For graduates of foreign institutions, the exact title of the degree obtained should be specified, both in the language of the institution attended and in English.
5. Graduates of foreign institutions from which credentials are presented in a language other than English, the applicant will be requested to provide a certified*** translation of university transcripts and course descriptions for degree(s).
6. Applicants who are not able to provide a certified transcript, and the applicant states in writing that an official transcript is not available, the applicant may be requested, by the PGO Registrar, to provide additional specific information.

*** The translation must be certified by a translator who is a member of the Association of Translators and Interpreters of Ontario (ATIO) or signed, stamped and dated by a professional geoscientist, or an equivalent, who has competent knowledge of both the other language and English.

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Association of Translators and Interpreters of Ontario
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