

Required documents

Documents to attach to the request form

Documents provided must be in French or English. If you need to have them translated, please see FACT SHEET 4.

Identity paper

You must provide an identity paper. Any of the following documents may be used:

- Permanent Resident Visa and Record of Landing, issued by Citizenship and Immigration Canada (CIC)
- Canadian Citizenship Card issued by CIC
- Permanent Resident Card issued by CIC
- Confirmation of Permanent Residence (CPR) document issued by CIC
- The *certificat de sélection du Québec* (Québec selection certificate) issued by the Ministère de l'Immigration et des Communautés culturelles (MICC)
- The *certificat de situation statutaire* (certificate of statutory situation) issued by the MICC
- Birth certificate
- Valid passport
- Document of the asylum seeker

Helpful advice

- If you forward your request by mail, you must provide a photocopy of the document. The Minister reserves the right to request a certified true copy of the document, if necessary.
- Driver's licences, health insurance cards and credit cards are not acceptable as valid identification.

Document explaining a change of name

If the name that appears on your educational document(s) is different from the name you currently use, you must attach an official document explaining the difference between these two names: a marriage certificate, an affidavit or a declaration made before a commissioner for oaths.

Educational documents

To avoid unnecessary delays, you must provide the **original** diplomas and transcripts or **copies** of these documents **certified as true and faithful** by the educational institution you attended or by the competent government educational authorities of the country where the studies were carried out.

If you do not have access to these documents, the Ministère de l'Immigration et des Communautés culturelles (MICC) will accept a **detailed official attestation** issued by the educational institution you attended or by the competent government educational authorities. This attestation must indicate that the studies were successfully completed.

Make sure that your transcripts (or, where applicable, their translation) clearly state the school year and the level of the class attended.

Helpful advice

Since you are not required to provide diplomas or transcripts for your elementary studies, it is not necessary to have these documents translated.

If you wish to have **completed secondary studies** evaluated, you need only attach your diploma of graduation. For **uncompleted secondary studies**, you need only attach transcripts for the last two successfully completed years of study.

Note : If you completed your secondary studies in Lebanon during a year when there were no Baccalaureate exams, you must enclose with your transcripts your *attestation of candidacy or certificate of registration for the Baccalaureate examinations*.

If you wish to have **completed post-secondary studies** (technical, vocational or university) evaluated, you must include all diplomas/degrees and transcripts for each completed year of study, including internships.

For **uncompleted post-secondary studies**, you must include transcripts for each of the completed years of study, including internships. You may also add an official attestation from the educational institution you attended, confirming the portion of the program you successfully completed.

Forwarding of transcripts from educational institutions to the MICC

All educational institutions of higher learning in Canadian provinces, the United States (including American universities and colleges established elsewhere), Ethiopia, Ghana, Hong Kong, Nigeria, Sierra Leone, Thailand and Turkey must forward the transcripts that they issue, in a sealed envelope, directly to the MICC office responsible for processing your request. For MICC office addresses, please see FACT SHEET 6.

Helpful advice

The MICC **will only process your request** once it has received all of the required documents, including translations. We ask that you contact directly the educational institution you attended to ensure that all required documents are sent as quickly as possible to the office responsible for processing your request.

Secure document processing

Documents forwarded to the MICC are processed with great care. At the same time, to ensure that your documents reach their destination, we suggest that you submit your request in person at the office responsible for processing it or that you send them by registered mail. Documents will be returned to you in the same way, accompanied by an acknowledgement of receipt.

If you live in Québec, you may bring your request directly to the MICC office nearest you. For MICC office addresses, please see FACT SHEET 6.