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## MASTER'S DEGREE – DOCUMENT CHECK LIST

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*Please send a copy of this Check List with your documents*

**Name:**

*{Before sending your documents, please be sure you have all of the following}*

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### DOCUMENTS TO BE MAILED

**Please mail a copy of the following documents to the address at the bottom of this page:**

- \_\_\_ **Application form** and 3 Passport size Pictures
- \_\_\_ Notarized copy of **High School** Basic Diploma, Report Card or Final Exam
- \_\_\_ Notarized copy of **ID** (Social Insurance, Social Security, Passport, etc.)
- \_\_\_ Notarized copy of Diploma or **TESOL** Certificate
- \_\_\_ Notarized copy of **Bachelor's degree** (in any major)
- \_\_\_ **Empirical Research** papers (original copies)

**PLEASE NOTE:** if you have a CIE TESOL certificate we do not require you to send us a notarized copy - you may scan the certificate and upload the file to your account at the online Learning Center.

**PLEASE DO NOT SEND ANY ORIGINAL DOCUMENTS.**

Some of the documents need to be notarized (or certified). This can be done at a notary, lawyer, Bank, Town Hall, University, school or Institute (with a seal or official stamp). The purpose of the stamp is not to prove the validity of the original copy, but to simply state that the photocopy is a true copy of the original.

### DOCUMENTS TO BE UPLOADED

**Please upload the following documents to the online Learning Center:**

- \_\_\_ Photocopy of recent **Income Tax form** indicating earnings of less than \$28,500 net (if applying for \$1000 bursary)
  - \_\_\_ **C V / Personal Resume** which states which languages you speak
  - \_\_\_ Proof of **teaching practice hours**
  - \_\_\_ 80 page **thesis**
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