



BACHELOR'S DEGREE – DOCUMENT CHECK LIST

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}

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 Diploma or **TESOL** Certificate

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 \$1200 bursary)

___ copy of **ID** (Social Insurance, Social Security, Passport, etc.)

___ **C V / Personal Resume** which states which languages you speak and to what level

___ **TESOL Synopsis**

___ Proof of **teaching practice hours**

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