

Preliminary Evaluation of Advanced Standing Foreign Trained Accountants Application Form

Thank you for your recent inquiry regarding registration as a student with the Institute. Please note that the minimum requirement for entrance into the CA program, generally, is a university degree. There are also provisions for registering under a mature student or other student status if a university degree is not held.

PRELIMINARY EVALUATION OF ADVANCED STANDING

You may submit your educational documents for evaluation. The following documentation must be supplied in order to complete the assessment:

- An **official transcript** showing conferral of the degree, the subjects taken and marks received. A notarized translation of the transcript is required if they are not in English by a Notary Public. Photocopies are not acceptable.
- A **syllabus** or university calendar, **course outlines and descriptions** issued by the particular university. Please ensure the detailed descriptions are relevant degree-credit courses specifying the topics covered in each course and the documentation is clearly identifiable as being published by the university. A notarized translation is required if they are not in English by a Notary Public. Photocopies are not acceptable.
- A **grading scale** from the university detailing the marking system.

Credit is determined in part by the course content and in part by the mark received in the course.

The appropriate remittance of **\$504.00** (includes GST), in Canadian funds, is required for an evaluation. Upon registration as a CA student, \$380.00 of the foreign assessment fee will be credited towards the student fees, if student registration takes place within 3 years of the date of the assessment.

REGISTRATION

To be eligible for registration as a student, you must be a resident of Ontario and be employed with an approved CA training office. A list of approved CA training offices in Ontario is available at www.icao.on.ca.

