



**CGA STUDENT SERVICES**  
 4 Donald Street South  
 Winnipeg, MB R3L 2T7  
 Student Services Hotline: 1-877-452-4262  
 Toll Free: 1.800.282.8001  
 Fax: 204.453.7176  
 Email: studentservices@cga-manitoba.org

**Application for Advanced Standing  
 Canadian Transcripts**

Please allow 5-10 business days for completion of your assessment once all official documentation and payments have been received. **\*Please note that we keep all Canadian transcripts.**

Mr.  Miss  Mrs.  Ms.

Given Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Family Name \_\_\_\_\_

Name commonly used \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Number ( ) \_\_\_\_\_ Work Number ( ) \_\_\_\_\_

Email Address (mandatory) \_\_\_\_\_ Birthdate (mm/dd/yyyy) \_\_\_\_\_

Have you previously been enrolled with the CGA Association? No Yes (If "yes" then please fill out a readmission form)

Are you a CGA Manitoba associate student? No Yes Student Number \_\_\_\_\_

Please list post-secondary institutions attended:  1. _____  2. _____
---

Name of completed degree/diploma/certificate from each institution:  1. _____  2. _____
---

**Please indicate how you would like to receive your completed assessment:**

- Mail
- Pick-Up at CGA Student Services office (Manitoba only)

**I understand that no one may pick up my assessment for me without a letter of consent. Anyone who picks up assessment must show photo identification.**

Date \_\_\_\_\_ Student's Signature \_\_\_\_\_

**IMPORTANT: DOCUMENTS TO INCLUDE WITH APPLICATION FORM**

- Current Resume
- Official Original Transcripts (not photocopies)
- Other documentation (e.g. Proof of Name Change if the name on your transcript differs from the ones submitted)

<input type="checkbox"/> Cash <input type="checkbox"/> Debit Card (MB only) <input type="checkbox"/> Cheque (Payable to CGA Manitoba)  <b>TOTAL</b> (\$45 + GST) \$ _____	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX	Credit Card Number	Expiry Date
		Card Holder Name	Card Holder Signature

<b>FOR OFFICE USE ONLY</b>	
Payment Taken _____ (Date & Initials)	Order no. _____ Letter mailed and filed _____ (Date & Initials)



**CGA STUDENT SERVICES**  
4 Donald Street South  
Winnipeg, MB R3L 2T7  
Student Services Hotline: 1-877-452-4262  
Toll Free: 1.800.282.8001  
Fax: 204.453.7176  
Email: [studentservices@cga-manitoba.org](mailto:studentservices@cga-manitoba.org)

## ***Application for Advanced Standing Canadian Transcripts***

### **Instructions for Applicants**

- **Important:** If you have previously been registered as a CGA student in any province or territory, you must complete the Readmission Application Form instead.
- You should have an assessment of the Application for Advanced Standing for Canadian Transcripts performed before you begin the online enrollment process.
- The results of the Advanced Standing Assessment are valid for one year only.
- CGA Student Services will assess your education based on the documents you submit. The assessment takes 5-10 business days (business days do not include weekends or holidays). After we complete the assessment, we will send you a letter with the results.

### **Submit the Following:**

- 1. The Application for Advanced Standing Canadian Transcripts Form**
- 2. Original Transcripts**

Please submit original transcripts from the education institution(s) you attended. These must be original – not copies.

- 3. Proof of Name Change**

If your current name is different from the name on your transcripts, submit documentation of your name change. This documentation could be a marriage or divorce certificate, or a name change certificate.

- 4. Current resume**

Canadian-style resumes contain the following information:

- Your name and contact information
- List of your education and training
- List of the jobs you have held, the duties they required, and the time frame in years/months that you performed each job

You can submit your application and supporting documents in person or by mail to:

Certified General Accountants Student Services  
4 Donald Street South  
Winnipeg, Manitoba R3L 2T7