



CGA STUDENT SERVICES
4 Donald Street South
Winnipeg, MB R3L 2T7
Telephone: 1.204.477.1256
Toll Free: 1.800.282.8001
Fax: 204.453.7176
Email: studentservices@cga-manitoba.org

Application for Advanced Standing International Transcripts

Instructions for Internationally Educated 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 International Transcripts performed before you begin the online enrollment process.
- The results of the Advanced Standing Assessment are valid for one year only.
- On the application form, indicate whether you would like your transcripts returned to you by registered mail or if you would prefer to pick them up in person at the CGA office. Only Manitoba residents may pick up their transcripts in person.
- 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 International Transcripts Form**
- 2. Original Transcripts and Photo Copies**

You must submit your official original transcripts along with photocopies of the transcripts from the education institutions you attended. Your original transcripts will be returned to you. Failure to provide photocopies will delay your advanced standing evaluation.

- 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.



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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

5. English language test scores

If English is not your first language, please provide your Canadian Language Benchmark.

6. Proof of good standing

If you are a registered member of a professional accounting body (for example, CPA), provide documentation that shows you are in good standing with that body.

7. The evaluation fee of \$80 + GST

If you submit your application by mail, you may pay the evaluation fee of \$80 + GST by cheque, Visa, Mastercard or AMEX. If paying by cheque please make payable to CGA Manitoba.

If you submit your application in person at the CGA Student Services Office (Winnipeg), you have the additional option of paying by cash or debit card.

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



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Please allow 5-10 business days for completion. **The evaluation fee is \$80 + GST for International transcripts.**

Important: If the name on your transcript(s) is different from your current name, please attach official documentation that verifies the name change.

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) _____ Birth date (mm/dd/yyyy) _____

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

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

Please indicate how you would like to receive your completed advanced standing letter and original transcripts:

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

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

Date _____ Student's Signature _____

IMPORTANT: Documents to Include with Application Form

- Current Resume
- If English is an additional language, Canadian Language Benchmark Scores
- Official Original Transcripts and photo copies
- Other documentation (e.g. Proof of Good Standing, Proof of Name Change, etc.)

<input type="checkbox"/> Cash <input type="checkbox"/> Debit Card (MB only) <input type="checkbox"/> Cheque (To CGA Manitoba)	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX	Credit Card Number	Expiry Date
		TOTAL (\$80 + GST) \$ _____	Card Holder Name

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