

Where an Applicant Finds it Impossible to Submit Document(s) the College Requires

The documents that must be submitted with an application verify the applicant's academic preparation and credentials. The documents are used to determine whether the applicant meets all the requirements for registration.

Failing to get all the documents to the College can lead to gaps in the information needed to process an application and delay.

If two years pass from the time an application is submitted and the required documentation is never received the College will ultimately render a decision closing the file.

For many applicants meeting the documentary requirements is challenging and time consuming. The applicant may be confused about what exactly is needed or what institution they should contact. There may be difficulties in terms of the type or form of the documents available in a particular country or in getting an institution to respond to requests. In such cases the best approach is to contact the College and see if we can provide assistance.

The College can provide advice or direction about how to obtain documents and in difficult cases we can actually work with you to get what is needed. Our website also contains country specific information that may assist you.

Despite an applicant's efforts and the available assistance from the College, some applicants may still find it impossible to obtain the documents required to support their application.

In these cases the College will gather information from the applicant about their circumstances and render a decision about whether it is appropriate to rely on alternative forms of documentary proof.

For this process to apply, there must be a substantiated reason the applicant cannot obtain the documents which is outside the applicant's control, and no other alternative forms of documentary proof exist. For example:

- An institution (for example, school, governmental organization and so on) is unable to provide the required document because it no longer exists, is not functioning or has lost records due to war, upheaval, natural disaster or other crisis;

- An institution is refusing to provide the required documentation for an improper reason;
- Contacting an institution to request a document raises a well-founded fear of discrimination or persecution for the applicant.

This list of examples is not exhaustive and other circumstances “outside an applicant’s control” will be considered on a case-by-case basis. Any applicant indicating that it is impossible to obtain documents will be provided with an opportunity to describe their particular situation for consideration.

The applicant will first be interviewed to gather all the information about the relevant circumstances. The Registrar will then determine whether it is appropriate to implement the protocol to accept alternative documentation given the facts presented.

If a decision is made to implement the protocol, the College may accept alternative documentary proof from sources other than the institution that originally prepared a document (for example, the applicant or another institution).

The College may also accept documents in forms other than the original (for example, certified true copies, copies).

The College may also accept other types of documents that provide the information required to understand the applicant’s academic preparation and credentials.

In addition to alternative documentary proof, the applicant may be required to provide the College with an affidavit.

An affidavit is a formal legal document in which an individual describes their circumstances or knowledge and swears the information is true in the presence of a notary or lawyer.

In some cases the applicant will also be asked to provide affidavits from third parties with personal or expert knowledge relating to the applicant’s circumstances, academic preparation or credentials.

If you have not been able to obtain documents for reasons outside your own control, please call the College and speak to a Client Service representative.

It is important to contact the College for direction before trying to have affidavits or other documents prepared. The College first needs to decide if the protocol applies to you and to provide specific direction about the type of alternative documentation that may be acceptable.

The College's language proficiency requirement cannot be satisfied by an affidavit or other alternative documentation as there are approved document options available to all applicants. If the applicant is not able to obtain the required documentation through the institution that confirms the language of instruction, the applicant will be required to complete a language proficiency test to fulfill the College's proof of language proficiency requirement.

The College will also need to give you direction about the type of information that must be included in any affidavit material that is submitted.