



**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](mailto:studentservices@cga-manitoba.org)

## ***Application for Advanced Standing International Transcripts***

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### **Instructions for Internationally Educated Applicants**

- **Important:** If you have previously been registered as a CGA student in Manitoba or any other 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**

Please submit original transcripts from the education institutions you attended. These must be original – not copies. Your original transcripts will be returned to you.

#### **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 you submit your application in person at the CGA Office, 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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**Application for Advanced Standing  
 International Transcripts**

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. _____
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Name of completed degree/diploma/certificate from each institution:  1. _____ 2. _____
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**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
- Other documentation (e.g. Proof of Good Standing, Proof of Name Change, etc.)

<input type="checkbox"/> Cash (MB only) <input type="checkbox"/> Debit Card (MB only) <input type="checkbox"/> Cheque  <b>TOTAL (\$80 + GST)</b> \$ _____	<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)