

Official Document Submission

Policies and Procedures

2010

IMPORTANT NOTE FOR FALL 2010 ADMISSION

Complete applications and amendments received by the dates noted below will receive equal consideration for Fall 2010 admission.

February 1: Guaranteed Consideration Date for Applications to Grades-Plus Programs

Grades-Plus programs select students on the basis of grades plus non-academic criteria (e.g. auditions, portfolios, essays).

March 1: Guaranteed Consideration Date for Applications to Grades-Only Programs

Grades-Only programs select students on the basis of academic achievement.

Applications are only considered complete when all required documentation is received by Undergraduate Admissions and Recruitment. Applications, amendments, required academic transcripts and supporting documents received after published deadline dates will be reviewed subject to space availability. Admission is not guaranteed.

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General Policies and Procedures for the Submission of Transcripts, Supporting Documents and Non-Academic Requirements

At the time of application (or immediately following), applicants must arrange to submit, by all noted deadlines, the required:

- Officially Certified Academic Transcripts
- Supplementary Form
- Supporting Documents
- Non-Academic Requirements
- Proof of English Language Proficiency

Ryerson will not send reminders requesting required documents. All documents submitted to Ryerson become the property of Ryerson and will not be returned. If you subsequently reapply after pursuing further study, you must submit any new academic information that was not submitted in your previous application. All supporting documents and transcripts should include your Ryerson Number (issued to you after you apply) and/or your OUAC application number, as well as your name and the applicable program(s).

For applicants that have applied to Ryerson in a previous academic year: If the name on the application has changed in any way, proof of this name change (i.e. marriage certificate, notarized statement or other legal document) must be provided.

Officially Certified Academic Transcripts

All applicants must arrange to have one set of officially certified academic transcripts including promotion/graduation status of secondary and all post-secondary education (whether or not you completed your program successfully) submitted directly by the issuing school and/or agency to:

[Undergraduate Admissions and Recruitment](#)

Ryerson University
350 Victoria Street
Toronto, Ontario, Canada, M5B 2K3

Please note: You are personally responsible for the submission of both secondary and post-secondary transcripts, **regardless** of the date of completion and the country of origin.

You should make all the necessary arrangements for submission of required transcripts at the same time you apply to ensure documents are received by applicable deadlines. Academic studies required for admission must be completed or in progress at the time of the application submission.

Transcripts must show the individual marks or grades achieved in each course or subject taken. You must have obtained a minimum of one full high school course at the required level in each of the subject prerequisites listed for your program. If your **documents are in a language other than English**, in addition to officially certified transcripts in the original language, you must also provide notarized literal English translations.

Transcripts are made officially certified by the issuing school and/or agency and may, for example, bear their seal/stamp and/or official signature and are sent directly to Ryerson by the issuing school in a sealed envelope. Unofficial copies such as photocopies, fax copies, grade reports, report cards, etc., are not officially certified academic transcripts. **You may fax documents to [Undergraduate Admissions and Recruitment](#) at 416-979-5221 to start the application review process, however officially certified academic transcripts must be received by Ryerson within three weeks of your fax transmission. There is a fax service charge for each transmission received. All documents submitted to Ryerson become the property of Ryerson and will not be returned.**

If you are *not* a current secondary / post-secondary student you should submit your final transcripts at the same time you submit your application or as soon as possible after receiving acknowledgment of your application from Ryerson. You must also provide (on the application form and the [Supplementary Form](#)) an outline of your educational and non-educational activities, from year to year, for all years from the beginning of secondary school to the present.

If you *are* a current secondary / post-secondary student you must submit officially certified academic transcripts **at least twice** during the application process ([current Ontario secondary school students](#), [current secondary school students in British Columbia](#) and [current CEGEP students](#) please see applicable sections further in this document):

1. **Interim results** including day school, summer school, night school, e-school, correspondence and/or distance education courses. For students enrolled in the I.B. Diploma or Advanced Level /Advanced Subsidiary subjects, predicted grades are required.
2. **Final** transcripts. If you accept an early or conditional Offer of Admission, you are required to successfully complete all admission requirements by Friday, June 25, 2010 (unless stated otherwise in your Offer). In most cases this will exclude the possibility of summer school, night school, e-school, correspondence and/or distance education courses completed after this date to meet admission requirements. Ryerson strictly enforces admission conditions. The University will cancel the admitted status of any student who does not comply with the deadline for submission of final grades to ensure the University meets its enrolment objectives and/or to consider [Wait List](#) candidates. If you think you will need an extension beyond Friday, June 25, 2010 in order to meet the conditions stated in your Offer letter, visit [Summer School or Other Extensions](#) and review the steps to request consideration.

Study Permit Applicants: You must indicate on your application that you have obtained or intend to obtain a study permit [and a Temporary Resident Visa (TRV) if applicable]. This must be acquired from a Canadian embassy or consulate in your home country as soon as you receive an Offer of Admission. Visit www.cic.gc.ca for details. If you are already in Canada on a study permit, you must submit a copy of your visa authorization form or immigration papers confirming your status to [Undergraduate Admissions and Recruitment](#).

Falsified Documents: All documents are routinely verified. All statements on your application must be correct and complete. Should you withhold, misrepresent, or fail to provide information, your application and registration status may be cancelled. Evidence of falsified documents will result in applicants not being allowed to attend the University. Information on falsified documents is shared with the [Association of Universities and Colleges of Canada \(AUCC\)](#).

Your Name on Your Documents and Your Application: When communicating with Ryerson or submitting documents, always include your full name as it appears on your application for admission. If your academic document(s) shows a name other than the one under which you are making your application, you must submit proof of change of name, such as a marriage certificate, notarized statement, or other legal document.

Programs That Do Not Require Secondary School Transcripts: Applicants to the following programs are considered for admission on the basis of specific completed post-secondary studies. As such, applicants to these programs only are not required to submit secondary school transcripts or course descriptions of their post-secondary studies:

- [Business Management Direct Entry](#)
- [Child and Youth Care Direct Entry](#)
- [Disability Studies](#)
- [Early Childhood Education Direct Entry](#)
- [Health Information Management](#)
- [Health Services Management](#)
- [Information Technology Management Direct Entry](#)
- [Post-Diploma Nursing](#)
- [Occupational and Public Health \(both options for University graduates\)](#)
- [Retail Management Direct Entry](#)
- [Social Work Advanced Standing](#)
- [Urban and Regional Planning \(both two-year options\)](#)

Grade Adjustments: Every attempt will be made to accommodate grade corrections/adjustments submitted after July 31 subject to space availability and maximum University and program enrollment objectives. Corrected grades/grade adjustments received after July 31 cannot be used for scholarship consideration or re-consideration.

Supplementary Form

Applicants who apply using the Ryerson, OUAC 105D or OUAC 105F application forms are required to complete and submit a [Supplementary Form](#). Applicants who apply on an OUAC 101 application are not required to submit this form.

Supporting Documents

If you are required to submit supporting documents in addition to your officially certified transcripts (e.g. marriage certificate for proof of name change) you must do so directly to [Undergraduate Admissions and Recruitment](#). Your application will not be considered complete until such materials (and any associated fees) are received. Course descriptions and teaching outlines are not required at the time of application for admission. If this information is needed, a request will be forwarded to you. Otherwise, course descriptions and teaching outlines may be required after admission has been granted when applying for [transfer credit and/or advanced standing](#).

Non-Academic Requirements

In addition to academic requirements, [Grades-Plus Programs](#) consider non-academic requirements such as interviews, auditions, selection tests, essays, portfolios, etc. in the selection process. If distance does not permit travel to Ryerson, selection methods may include telephone interviews, mail-in questionnaires and/or essays. The deadline date to submit non-academic requirements varies by program. You may view specific non-academic requirements, submission dates and procedures for Grades-Plus Programs by visiting [Non-Academic Requirements](#). **It is important that you do not submit non-academic material until after you have submitted your application for admission and received your Applicants' Acknowledgment from Ryerson.** Your Acknowledgment includes information about the Choose>Ryerson portal that you must access to obtain your Ryerson Number, which must be clearly printed on all non-academic materials you submit. You will receive an e-mail from Ryerson with your login details for your portal access. In addition, please review the steps outlined at [After I Have Applied](#).

Proof of English Language Proficiency

Applicants from a country where English is not the first language, or where English is an official language but not the first language, including applicants who have resided in Canada for four calendar years or less (i.e. your date of entry to Canada was on or after January 1, 2006 for Fall 2010), are required to present proof of English Language Proficiency at a satisfactory level. Ryerson will not accept English 12U or equivalent in lieu of a test of English language proficiency.

Your English language proficiency test should be written and official test results submitted as early as possible to ensure your application for admission is complete by noted deadlines. Requirements for admission must be completed or in progress at the time you apply. The assessment of your application is based on the information available at the time your application is reviewed.

Further information about English language requirements, policies and procedures are available <http://www.ryerson.ca/undergraduate/admission/overview/english/>

Applicants Educated in Ontario (Secondary School and/or Post-Secondary Studies)

Current Ontario Secondary School Students

If you applied to Ryerson on an Ontario Universities' Application Centre (OUAC) 101 Application Form and you have applied *before June 1* your transcripts will be submitted by your guidance office to the OUAC. If you apply *on or after June 1* or if you are taking courses after June 1 you are required to submit official transcripts to both the OUAC and Undergraduate Admissions and Recruitment.

Ensure that your guidance office, the OUAC and Ryerson are notified of any plans you have to upgrade or complete courses through night school, summer school, e-school, correspondence and/or distance education and that the grades achieved for those courses are submitted. If your Grade 11, Grade 12 and/or other studies were completed outside of Ontario, you must submit these transcripts to Ryerson. See more information about summer school and other extensions.

If you have attended or are currently attending post-secondary studies for any length of time (including **one** course) you must arrange submission of your transcripts to be sent to Ryerson, regardless of the application form you have used (including an OUAC 101 Application Form).

Former Ontario Secondary School Students


If you applied to Ryerson on a form **other than** the Ontario Universities' Application Centre (OUAC) 101 Application, you are responsible for the submission of official transcripts from all studies completed (including secondary school and post-secondary studies).

If you left a publicly funded Ontario secondary school within the past five years, you will most likely be able to obtain your secondary school transcript from the last school you attended. However, some school boards maintain records in a central office, so you may be referred to the board to obtain your transcript. If you left a publicly funded Ontario secondary school more than five years ago, or if the school you attended is no longer in operation, you should contact the school board, rather than the school.

If you left school before 1969, or if a private school you attended is no longer in operation, you should contact the Archives of Ontario for records information at:

Information Management Solutions
Archives of Ontario
77 Grenville Street, 9th Floor
Toronto, Ontario M5S 1B3
Telephone: (416) 325-2492

Transcripts from Ontario Universities or Colleges

If you have attended or are currently attending a participating Ontario university or college, you must arrange submission of your transcripts via the [OUAC Transcript Request Form \(TRF\)](#)  or by logging on to the [OUAC 105](#) “Review and Change Your Completed Application” system. Visit [Transcript Information](#) on the OUAC website for more information.

If electronic submission is not available to you as noted above, you must personally make arrangements with the institution(s) to have officially certified academic transcripts and supporting documents submitted directly to:

[Undergraduate Admissions and Recruitment](#)

Ryerson University
350 Victoria Street
Toronto, Ontario, Canada, M5B 2K3

Former/Current Ryerson Students

Applicants are not required to submit a transcript for courses completed at Ryerson University (including the G. Raymond Chang School of Continuing Education). We will retrieve these results from our Student Administrative System.

Applicants who entered a Ryerson undergraduate degree program directly from an Ontario secondary school are not required to submit their secondary school transcript as it is already on file.

Applicants Educated in a Canadian Province or Territory Outside of Ontario

If you have attended secondary and/or post-secondary studies in a province or territory outside of Ontario, you must arrange to have one set of officially certified academic transcripts including promotion/graduation status (whether or not you completed your program successfully) submitted directly by the issuing school and/or agency to [Undergraduate Admissions and Recruitment](#). **Please note:** You are personally responsible for the submission of both secondary and post-secondary transcripts, **regardless** of the date of completion.

You should make all the necessary arrangements for submission of required transcripts at the same time you apply to ensure documents are received by applicable deadlines. Academic studies required for admission must be completed or in progress at the time of the application submission.

Transcripts must show the individual marks or grades achieved in each course or subject taken. You must have obtained a minimum of one full high school course at the required level in each of the subject prerequisites listed for your program.

If you are a current secondary school student, please have your guidance office submit your interim results at the time of application (or soon after). You will also be required to have your final results sent directly to [Undergraduate Admissions and Recruitment](#) once available.

Transcripts for Current Secondary School Students in British Columbia

If you are a current secondary school student in British Columbia, the OUAC will electronically collect both your mid-term (May) and final (July) grades through the Ministry of Education in British Columbia. However, these grades are often received too late for consideration. Please ensure that an official transcript of your grades is sent directly to [Undergraduate Admissions and Recruitment](#) at the time your application is submitted (or soon after). Visit [Transcript Information](#) on the OUAC website for more information.

Quebec CEGEP Transcripts

If you have attended or are a currently attending a CEGEP, an automated process sends your “bulletin d’études collégiales” to Ryerson via the OUAC when you supply your Quebec “code permanent” in the appropriate section of your OUAC105 application. Visit [Transcript Information](#) on the OUAC website for more information.

If electronic submission is not available to you as noted above officially certified transcripts and supporting documents must be submitted to:

[Undergraduate Admissions and Recruitment](#)

Ryerson University

350 Victoria Street

Toronto, Ontario, Canada, M5B 2K3

Mature Student Applicants

If you do not possess the minimum admission requirements, you may be considered for admission if you meet all of the requirements for Mature Student status. Visit [Mature Student Applicants](#) for details.

Mature students are required to submit transcripts from all secondary and post-secondary school studies. Applicants are personally responsible for the submission of these transcripts, **regardless** of the date of completion and the country of origin.

If you are **currently enrolled** in a course (or courses) in order to meet the subject prerequisite admission requirements, (through night school, correspondence, or other manner), you are required to submit your midterm grade(s) and final grade(s) once available.

Special Students

Applicants for Special Student Status are not required to submit academic transcripts to Ryerson.

Home-Schooled Applicants

Application procedures and admission requirements can be found at [Admission Policy for Home Schooled Applicants](#).

Applicants Educated Outside of Canada

Applicants Educated in Bangladesh

Applicants who have completed secondary level examinations in Bangladesh must provide the official credential issued by the applicable board of intermediate and secondary education. The Higher Secondary Certificate Examination (HSC) showing Standard XII results must be submitted.

Ryerson requires the original documentation or a copy that has been clearly certified by the student's school. The above results may be confirmed by Ryerson via direct contact with the school or by using results posted online by the Ministry of Education, Government of Bangladesh.

Current secondary school students must provide results for Standard X as well as interim/predicted final results issued by the school. Please have your college/university counselor submit your previous results and interim/predicted results at the time of application (or soon after).

Applicants who have completed post-secondary studies in Bangladesh must submit the official degree/diploma (if awarded) along with officially certified Statements of Marks (Mark Sheets, Memorandum of Marks) for *every* attempt at *every* examination (even if an examination was failed and retaken or if marks from an earlier examination or attempt appear on a later statement of marks). **The Mark Sheets must be issued by the university and not by the affiliated college.**

Applicants Following British-Patterned Education

General Certificate of Secondary Education (GCSE), International General Certificate of Secondary Education (IGCSE), Ordinary (O) Levels, General Certificate of Education (GCE), Advanced (A) Levels, Advanced Subsidiary (AS) Levels.

All applicants must arrange to have acceptable documentation of their secondary level studies and all post-secondary education (whether or not you completed your program successfully) submitted directly by the issuing school and/or agency to [Undergraduate Admissions and Recruitment](#).

Current students following British-patterned curriculum must provide results for all years of secondary school study (GCSE/O Levels and GCE/A Levels), including predicted final results. Please have your college/university counselor submit your previous results as well as your predicted final results at the time of application (or soon after).

Ryerson will make admission decisions based on unofficial copies of documents, such as photocopies, fax copies, grade reports, report cards, etc. However, any offer of admission issued by Ryerson will be conditional upon the successful completion of studies with specified results and the receipt of official, acceptable documentation sent directly to [Undergraduate Admissions and Recruitment](#).

Please note: A Statement of Results, which is given to students before an official certificate is available, is not an official certificate and is not acceptable documentation of final results.

Students currently following or those who have followed British-patterned education must arrange to have one set of the following “acceptable” documents sent directly to [Undergraduate Admissions and Recruitment](#).

Required Documents	How to Obtain and Submit Required Documents
<u>Acceptable:</u> Copy of official certificate certified by a school official (i.e. Guidance Counselor, Headmaster, etc.)	School official (Headmaster, Principal, etc.) to certify a copy of original certificate with school seal/stamp and signature
<u>Acceptable:</u> Certifying Statement of Results/Confirmation of Results issued directly from Board/Exam Syndicate	<p>EDEXCEL:</p> <ul style="list-style-type: none"> • Name of Document: “Certifying Statement of Results” • Allow at least 28 days for processing • Application form available on the Edexcel website: Certifying Statement of Results to a Third Party <p>AQA:</p> <ul style="list-style-type: none"> • Name of Document: “Confirmation of Results to a Third Party” • Allow at least 28 days for processing • Application form available on the AQA website: Confirmation of Results to a Third Party <p>CAMBRIDGE:</p> <ul style="list-style-type: none"> • Name of Document: “Certifying Statement of Results” • Allow at least 6 weeks for processing • Application form available on the University of Cambridge website: Certifying Statement Application Form <p>OCR:</p> <ul style="list-style-type: none"> • Name of Document: “Certifying Statement of Results” • Allow at least 28 days for processing • Application form available on the OCR website: Certifying Statement Application Form
<u>Acceptable:</u> Official Original Certificate issued directly from Board/Exam Syndicate	See your school for details

Applicants Educated in the Caribbean

Caribbean Secondary Education Certificate (CSEC), Caribbean Advanced Proficiency Examinations (CAPE)

All applicants must arrange to have acceptable documentation of their secondary level studies and all post-secondary education (whether or not you completed your program successfully) submitted directly by the issuing school and/or agency to [Undergraduate Admissions and Recruitment](#).

Current students following curriculum offered by the Caribbean Examination Council (CXC) must provide official results for CSEC examinations and CAPE results. If you are currently enrolled in CAPE examinations, please have your college/university counselor submit your final CSEC results as well as your predicted final CAPE results at the time of application (or soon after).

Ryerson will make admission decisions based on unofficial copies of documents, such as photocopies, fax copies, grade reports, report cards, etc. However, any offer of admission issued by Ryerson will be conditional upon the successful completion of studies with specified results and the receipt of official, acceptable documentation sent directly to [Undergraduate Admissions and Recruitment](#).

Please note: A Preliminary Results Slip, which is given to students before an official certificate is available, is not an official certificate and is not acceptable documentation of final results. As well, a school-issued transcript showing CSEC and/or CAPE results is not acceptable documentation of final examination results.

If you are following/have followed British-patterned education, please see the previous section entitled “Applicants Following British-Patterned Education” for document submission instructions.

Students currently following or those who have followed curriculum offered by the Caribbean Examination Council (CXC) must arrange to have one set of the following “acceptable” documents sent directly to [Undergraduate Admissions and Recruitment](#).

Required Documents	How to Obtain and Submit Required Documents
<u>Acceptable</u> : Copy of official certificate issued by Caribbean Examination Council (CXC) that has been certified by a school official	School official (Headmaster, Principal, etc.) to certify a copy of original certificate with school seal/stamp and signature
<u>Acceptable</u> : Certifying Statement issued directly from Caribbean Examination Council (CXC)	<ul style="list-style-type: none"> Name of Document: “Certifying Statement” Allow at least 3 weeks for processing Application form available on the CXC website: Certifying Statement Request Form
<u>Acceptable</u> : Official Original Certificate issued directly from Caribbean Examination Council (CXC)	See your school for details

Applicants Educated in China, People's Republic of (P.R.C.)

Applicants who have completed secondary school studies in China are required to submit officially certified academic transcripts from High School/Senior Middle School/Senior Secondary School showing all courses completed and grades achieved for all three years of study. Applicants must also submit the Certificate of Graduation. Applicants who have completed the National University Entrance Examinations (Gaokao) must also submit officially certified results. If your documents are in a language other than English, in addition to officially certified transcripts in the original language, you must also provide notarized literal English translations.

Applicants who have completed post-secondary studies in China must have their officially certified academic transcripts including promotion/graduation status (whether or not you completed your program successfully) submitted directly by the issuing school and/or agency to [Undergraduate Admissions and Recruitment](#). Notarized literal English translations must accompany the original documents if necessary.

You should make all the necessary arrangements for submission of required transcripts at the same time you apply to ensure documents are received by applicable deadlines. Transcripts must show the individual marks or grades achieved in each course or subject taken (including failed grades if applicable).

Applicants Educated in Eastern Europe

Applicants who have completed secondary school studies in Eastern European countries (i.e. Bulgaria, Czech Republic, Hungary, Poland, Romania, Slovakia, etc.) are required to submit officially certified secondary school documents including a Certificate of Completion for General Secondary School Education as well as a Certificate of Maturity (if applicable in that country). Documents must show all courses completed and grades achieved in all years of study. If your documents are in a language other than English, you must provide notarized literal English translations.

Applicants who have completed post-secondary studies in Eastern Europe must submit their Study Book which is the document that shows the permanent academic record. This is the official record which indicates all practical and theoretical subjects and examinations completed (*including all failures*), grades achieved, credits and hours, and includes signatures from each professor as applicable. At some institutions there are offices where official documents can be obtained for the purpose of providing other institutions with the students' academic history (an official copy of the official record). In these cases, Ryerson may accept these original documents as official in the place of the original Study Book. Proof of graduation with a diploma/degree is also required (if applicable). Notarized literal English translations must accompany the original documents if in a language other than English.

Applicants Educated in Ghana

Applicants who have completed secondary school studies in Ghana are required to submit their West African Senior School Certificate Examination results (WASSCE) offered by the West African Examination Council (WAEC) – Ghana. The preferred documentation is a “Confirmation of Results” issued directly from the Council (see the [WAEC - Ghana website](#) for details). The original certificate or a copy of the certificate certified by a school official may also be accepted.

Ryerson may ask that applicants who have completed WASSCE studies since 1993 provide Scratch Card information in order to verify examination results via the [West African Examinations Council - Ghana Verification Service](#).

What is a Scratch Card? A Scratch Card is a plastic card with a scratch patch on the reverse side that conceals a PIN required to access the WAECDIRECT service.

Where can a Scratch Card be purchased? A Scratch Card may be purchased at the National Office of WAEC and at any of its council offices across Ghana. From time to time it may become available at other outlets so designated by WAEC.

What information, if requested, should you provide to Ryerson? If Ryerson requests Scratch Card information in order to verify your results, you will need to provide the following:

- Your 9-digit Index Number
- The type of examination (e.g. S S S C E)
- Your examination year (e.g. 2003)
- The Card Serial Number found on the reverse side of your Scratch Card
- The 12-digit Personal Identification Number (PIN) on your Scratch Card (e.g. 012345678912)

Applicants who have completed post-secondary studies in Ghana must have their officially certified academic transcripts including promotion/graduation status (whether or not you completed your program successfully) submitted directly by the issuing school and/or agency to [Undergraduate Admissions and Recruitment](#).

You should make all the necessary arrangements for submission of required transcripts at the same time you apply to ensure documents are received by applicable deadlines. Transcripts must show the individual marks or grades achieved in each course or subject taken (including failed grades if applicable).

Applicants Educated in India

Applicants who have completed secondary level examinations in India must provide the official credential issued by the state examination board or the All India (Central) Boards [Central Board of Secondary Education (CBSE), Council for the Indian School Certificate Examinations (CISCE) or the National Institute for Open Schooling (NIOS)]. One of the following certificates showing Standard XII results must be submitted:

- All India Senior School Certificate Examination (AISSCE)
- Higher Secondary School Certificate (HSC)
- Higher Secondary School Leaving Certificate
- Pre-University Examination
- Intermediate Examination

Ryerson requires the original documentation or a copy that has been clearly certified by the student's school. The above results may be confirmed by Ryerson via direct contact with the school or by using results posted online by the individual Boards.

Current secondary school students must provide results for Standard X as well as interim/predicted final results issued by the school. Please have your college/university counselor submit your previous results and interim/predicted results at the time of application (or soon after).

Applicants who have completed post-secondary studies in India must submit the official degree/diploma (if awarded) along with officially certified Statements of Marks (Mark Sheets, Memorandum of Marks) for *every* attempt at *every* examination (even if an examination was failed and retaken or if marks from an earlier examination or attempt appear on a later statement of marks). Consolidated Mark Sheets are not acceptable – Ryerson must receive individual Mark Sheets. As well, the **Mark Sheets must be issued by the university and not by the affiliated college** (some exceptions apply).

Applicants Following the International Baccalaureate

All applicants must arrange to have one set of officially certified academic transcripts including promotion/graduation status of secondary and all post-secondary education (whether or not you completed your program successfully) submitted directly by the issuing school and/or agency to [Undergraduate Admissions and Recruitment](#). **The high school profile (including accreditation, grading scheme, etc.) must accompany your academic record.**

Current secondary school students following the International Baccalaureate curriculum must provide results for all years of secondary school study, including predicted final results. Please have your college/university counselor submit your previous results, predicted results, along with your school profile at the time of application (or soon after).

It is very important that your documents indicate whether you are completing the International Baccalaureate Diploma, Certificate or simply following the IB curriculum offered by your school (and will be awarded a high school diploma at the conclusion of your studies). If your documents do not clearly state which path you are pursuing, please indicate this in your Supplementary Form.

Ryerson will make admission decisions based on unofficial copies of documents, such as photocopies, fax copies, grade reports, report cards, etc. However, any offer of admission issued by Ryerson will be conditional upon the successful completion of studies with specified results and the receipt of an official transcript issued by the International Baccalaureate Organization (IBO) sent directly to [Undergraduate Admissions and Recruitment](#).

How to Obtain and Submit Required Documents

An official Transcript Request Form is available at <http://www.ibo.org/ibna/graduates/>. You must allow at least 10-14 business days for processing (longer during peak months).

You should make all the necessary arrangements for submission of required transcripts at the same time you apply to ensure documents are received by applicable deadlines. Academic studies required for admission must be completed or in progress at the time of the application submission.

Applicants Educated in Iran

Applicants who have completed studies in Iran must submit officially certified transcripts from Secondary School studies and Pre-University studies (since 1997) or National High School Diploma studies after 12 years (before 1997). The Certificate of Completion and the Diploma awarded should accompany the transcripts. In addition to officially certified transcripts in the original language, you must also provide notarized literal English translations.

Applicants who have completed post-secondary studies in Iran must have their officially certified academic transcripts including promotion/graduation status (whether or not you completed your program successfully) submitted directly by the issuing school and/or agency to [Undergraduate Admissions and Recruitment](#).

You should make all the necessary arrangements for submission of required transcripts at the same time you apply to ensure documents are received by applicable deadlines. Transcripts must show the individual marks or grades achieved in each course or subject taken (including failed grades if applicable).

Applicants Educated in the Middle East

Applicants who have completed secondary school studies in the Middle East, and have followed the national curriculum in a country, must submit appropriate documentation showing graduation with the national award [i.e. General Secondary Education (Leaving) Certificate – Tawjihi/Tawjihiyah/Shahadat Al-Thana-wiya-Al-A’ama]. The original certificate or a copy of the certificate certified by a school official must be submitted. Transcripts must show the individual marks or grades achieved in each course/subject taken at the senior level (including failed grades if applicable). If your documents are in a language other than English, in addition to officially certified transcripts in the original language, you must also provide notarized literal English translations.

Applicants who have completed post-secondary studies in the Middle East must have their officially certified academic transcripts including promotion/graduation status (whether or not you completed your program successfully) submitted directly by the issuing school and/or agency to [Undergraduate Admissions and Recruitment](#). Notarized literal English translations must accompany the original documents if necessary.

You should make all the necessary arrangements for submission of required transcripts at the same time you apply to ensure documents are received by applicable deadlines. Transcripts must show the individual marks or grades achieved in each course or subject taken (including failed grades if applicable).

Applicants Educated in Nigeria

Applicants who have completed secondary school studies in Nigeria are required to submit their West African Senior School Certificate Examination results (WASSCE) offered by the West African Examination Council (WAEC). The preferred documentation is a “Confirmation of Results” issued directly from the Council (see the [official WAEC website](#) for details). The original certificate or a copy of the certificate certified by a school official may also be accepted.

Ryerson may ask that applicants who have completed WASSCE studies since 1991 provide Scratch Card information in order to confirm examination results via the [West African Examinations Council official website \(WAEC\)](#).

What is a Scratch Card? A Scratch Card is a plastic card with a scratch patch on the reverse side that conceals a PIN required to access the WAECDIRECT service.

Where can a Scratch Card be purchased? A Scratch Card may be purchased at the National Office of WAEC and at any of its zonal and branch offices across Nigeria. It may also be bought from any of the branch offices of Fountain Trust Bank Plc across Nigeria. From time to time it may become available at other outlets so designated by WAEC. The approved price for the Scratch Card is currently N350 (approx. \$2.50 CDN).

What information, if requested, should you provide to Ryerson? If Ryerson requests Scratch Card information in order to confirm your results, you will need to provide the following:

- Your 10-digit WAEC Examination Number
(This is your 7-Digit centre number followed by your 3-digit candidate number eg. 4123456789)
- The 4 digits of your examination year (e.g. 2002)
- The type of examination (e.g. May/June WASSCE)
- The Card Serial Number found on the reverse side of your Scratch Card
- The Personal Identification Number (PIN) on your Scratch Card

Applicants who have completed post-secondary studies in Nigeria must have their officially certified academic transcripts including promotion/graduation status (whether or not you completed your program successfully) submitted directly by the issuing school and/or agency to [Undergraduate Admissions and Recruitment](#).

You should make all the necessary arrangements for submission of required transcripts at the same time you apply to ensure documents are received by applicable deadlines. Transcripts must show the individual marks or grades achieved in each course or subject taken (including failed grades if applicable).

Applicants Educated in Pakistan

Applicants who have completed secondary level examinations in Pakistan must provide the official credential issued by the state board (i.e. Karachi State Board) or the federal board (i.e. Federal Board in Islamabad). One of the following certificates showing Standard XII results must be submitted:

- Higher Secondary Certificate Examination (HSC)
- Intermediate Examination

Ryerson requires the original documentation or a copy that has been clearly certified by the student's school. The above results may be confirmed by Ryerson via direct contact with the school or by using results posted online by the individual Boards.

Current secondary school students must provide results for Standard X as well as interim/predicted final results issued by the school. Please have your college/university counselor submit your previous results and interim/predicted results at the time of application (or soon after).

Applicants who have completed post-secondary studies in Pakistan must submit the official degree/diploma (if awarded) along with officially certified Statements of Marks (Mark Sheets, Memorandum of Marks) for *every* attempt at *every* examination (even if an examination was failed and retaken or if marks from an earlier examination or attempt appear on a later statement of marks). **The Mark Sheets must be issued by the university and not by the affiliated college.**

Applicants Educated in the Former U.S.S.R and Russian Federation

Upper Secondary School Documentation

Applicants who have completed upper secondary school studies in the former U.S.S.R. or the Russian Federation must submit the Certificate of Completion of Secondary Education (see below). The original certificate or a copy of the certificate certified by a school official must be submitted. If your documents are in a language other than English, you must also provide notarized literal English translations.

Former U.S.S.R. – Attestat (Certificate of Completion of Secondary Education). *Final grades listed on the Attestat itself.*

Russian Federation – Attestat (Certificate of Completion of Secondary Education). *Includes all results of final examinations and a transcript listing the grades achieved in all subjects studied. If the Unified State Exam (USE) has been written, the results should accompany the Attestat.*

Post Secondary Documentation

Applicants who have completed post-secondary studies in the former U.S.S.R. or the Russian Federation must submit the documents indicated below. If your documents are in a language other than English, you must also provide notarized literal English translations.

Former U.S.S.R. – Diploma of post-secondary education accompanied by a Supplement/Addendum to the Diploma (*Prilozhenie k Diplomu* which includes additional information about the program such as the list of subjects, grades, professional practicum and results obtained in the final state examinations). The Supplement/Addendum to the Diploma is not valid without the corresponding Diploma.

Russian Federation - Diploma of post-secondary education accompanied by a Supplement/Addendum to the Diploma (*Prilozhenie k Diplomu* which includes the list of subjects, number of hours, admission credentials, grades, professional practicum and results obtained in the final state examinations). The Supplement/Addendum to the Diploma is not valid without the corresponding Diploma.

You should make all the necessary arrangements for submission of required transcripts at the same time you apply to ensure documents are received by applicable deadlines.

Applicants Educated in Ukraine

Applicants who have completed secondary school studies in Ukraine must submit the Certificate of Complete General Secondary Education + Addendum (*Atestat pro Povnu Zagal'nu Serednyu Osvitu + Dodatok*). The original documents or a copy of the documents certified by a school official must be submitted. If your documents are in a language other than English, you must also provide notarized literal English translations.

Applicants who have completed post-secondary studies in Ukraine must submit the Diploma/Certificate earned along with the Addendum. Applicants who attended a post-secondary institution but did not complete a program of study must arrange for the submission of the Academic Certificate (*Akademichna Dovidka or Spravka*). If your documents are in a language other than English, you must also provide notarized literal English translations.

Applicants Educated in the United States (and those Educated in U.S.- Patterned Overseas Schools)

All applicants must arrange to have one set of officially certified academic transcripts including promotion/graduation status of secondary and all post-secondary education (whether or not you completed your program successfully) submitted directly by the issuing school and/or agency to [Undergraduate Admissions and Recruitment](#). **The high school profile (including accreditation, grading scheme, etc.) must accompany your academic record.**

You should make all the necessary arrangements for submission of required transcripts at the same time you apply to ensure documents are received by applicable deadlines. Academic studies required for admission must be completed or in progress at the time of the application submission.

Transcripts must show the individual marks or grades achieved in each course or subject taken. You must have obtained a minimum of one full high school course at the required level in each of the subject prerequisites listed for your program.

If you are a current secondary school student, please have your college/university counselor submit your interim results, along with your school profile, at the time of application (or soon after). You will also be required to have your final results sent directly to [Undergraduate Admissions and Recruitment](#) once available. SAT and AP results should be sent directly from the College Board (Ryerson code 0886). ACT scores should be sent by ACT Institutional Services (Ryerson code 5166).

All Other Applicants

If you have completed secondary and/or post-secondary studies in a province, country or region not specifically referred to in this document, please review the first section entitled “General Policies and Procedures for the Submission of Transcripts, Supporting Documents and Non-Academic Requirements”. Please follow all applicable directions for the submission of required documents.

While every effort is made to ensure the accuracy of this document and the website, in the event of a discrepancy, Ryerson's current [Undergraduate Calendar\(s\)](#) is the official reference document.