Academic Assessment Application
Internationally Educated

Complete all sections. If a section does not apply to you write "Not Applicable" or "NA". If your application is incomplete it will not be accepted.

1) Personal Information

a. Name: (Important that you apply using your full legal name as it appears on your passport.)	
Title:	☐Dr. ☐Mr. ☐Mrs. ☐Ms. ☐Miss.
First Name:	
Middle Name:	
Last Name/ Family Name:	
b. Name Change: **(**If your name is different from the name on your documents, attach a legal change of name document. Example: Marriage Certificate, Certified record of divorce, valid unexpired Passport issued in your current name.)	
Your current name, if different from above:	
c. Birth Details	
Gender: **☐Male ☐Female** **Birthdate:** **Month: Day: Year:**	

d. Current Address:		
Unit/Apartment:	**Street #:**	**Street Name:**
City:	**Province:**	**Postal Code:**
Telephone:	**Mobile:**	**Email:**

2) Citizenship/Immigration Status

You can start the assessment process regardless of immigration status and physical location; however, exams must be written at Engineers Geoscientists Manitoba. Membership requires one year of work experience in Canada so, eventually, you will need to have a status which allows you to work in Canada legally.

Your citizenship/immigration status in Canada:	☐Canadian Citizen ☐Work Permit ☐Study Permit ☐Permanent Resident ☐Refugee ☐Other

3) Employer Information

If you are currently unemployed please leave this section blank.

a. **Current Employer/ Company Name:**

b. **Job Title:**

c. **Work Email address:**

4) Professional Status

Answer *yes* if you applied recently or in the past, even if you withdrew.

a. **Have you ever applied to Engineers Geoscientists Manitoba?**

☐Yes ☐No

If *yes*, what year did you apply? _____.

What is your file/reference #:_____.

b. **Have you ever applied to any other Engineering or Geoscience association in Canada?**

☐Yes ☐No

If *yes*, please name all associations and indicate the file/reference #:

5) Discipline

a. Please check one:

☐Internationally Educated Engineering Graduate

☐Internationally Educated Geoscience Graduate

b. An academic discipline or field of study is a branch of knowledge that is taught and researched as part of higher education.

Indicate the discipline that you wish to be examined in (normally this would be the discipline of your undergraduate degree). If your discipline is not listed below, please choose one that closely matches. To review the syllabi's available visit **http://www.engineerscanada.ca/examination-syllabus**

If your discipline is not an exact match with the options below, choose up to two that match closest.

Engineering Discipline:

☐ Agricultural / Biosystems / Bioresource / Food Engineering ☐ Biomedical/Biochemical Engineering ☐ Building Engineering ☐ Chemical Engineering ☐ Civil Engineering ☐ Computer Engineering ☐ Electrical Engineering ☐ Engineering Physics ☐ Environmental Engineering	☐ Forest Engineering ☐ Geological Engineering ☐ Geomatics Engineering ☐ Industrial Engineering ☐ Marine Engineering ☐ Mechanical Engineering ☐ Metallurgical Engineering ☐ Mining and Mineral Processing Engineering ☐ Naval Architectural Engineering	☐ Petroleum Engineering ☐ Software Engineering ☐ Structural Engineering ☐ Other _____

Geoscience Discipline:

☐ Geology

☐ Geophysics

☐ Other _____

c. If your discipline of your undergraduate degree is NOT the same as the discipline you've been practicing please provide details.

6) Education

List your education in chronological order, do not abbreviate, and be sure to provide all requested detail.

NOTE To be eligible for an assessment, you must have completed a three-year minimum, post-secondary program *(typically Bachelor's degree)* in a field related to Engineering or Geosciences.

Full Name of Institution:	
Full Name of Degree or Diploma:	
Discipline of Study:	**Date Degree Awarded:**
City of Institution:	**Country of Institution:**
Degree/ Diploma duration:	☐ **5 Year** ☐ **4 Year** ☐ **3 Year** ☐ **2 Year** **I attended from: _____ to: _____**
Was any part of your education completed by:	☐ **correspondence** ☐ **online** ☐ **distance education** ☐ **Yes** ☐ **No** If *yes,* please give details:

Additional Degree/Diploma

NOTE If you do not hold any additional Degree(s) or Diploma(s), please go to Section 7.

Full Name of Institution:	
Full Name of Degree or Diploma:	
Discipline of Study:	**Date Degree Awarded:**
City of Institution:	**Country of Institution:**
Degree/ Diploma duration:	☐ **5 Year** ☐ **4 Year** ☐ **3 Year** ☐ **2 Year** **I attended from: _____ to: _____**
Was any part of your education completed by:	☐ **correspondence** ☐ **online** ☐ **distance education** ☐ **Yes** ☐ **No** If *yes,* please give details:

Additional Degree/Diploma **NOTE** If you do not hold any additional Degree(s) or Diploma(s), please go to Section 7.		
Full Name of Institution:		
Full Name of Degree or Diploma:		
Discipline of Study:		**Date Degree Awarded:**
City of Institution:		**Country of Institution:**
Degree/ Diploma duration:	☐ **5 Year** ☐ **4 Year** ☐ **3 Year** ☐ **2 Year** **I attended from: _____ to: _____**	
Was any part of your education completed by:	☐ **correspondence** ☐ **online** ☐ **distance education** ☐ **Yes** ☐ **No** If *yes,* please give details:	

Additional Degree/Diploma **NOTE** If you do not hold any additional Degree(s) or Diploma(s), please go to Section 7.		
Full Name of Institution:		
Full Name of Degree or Diploma:		
Discipline of Study:		**Date Degree Awarded:**
City of Institution:		**Country of Institution:**
Degree/ Diploma duration:	☐ **5 Year** ☐ **4 Year** ☐ **3 Year** ☐ **2 Year** **I attended from: _____ to: _____**	
Was any part of your education completed by:	☐ **correspondence** ☐ **online** ☐ **distance education** ☐ **Yes** ☐ **No** If *yes,* please give details:	

7) Declaration of Consent

I authorize APEGM to retain all information contained herein and any appended documents including transcripts, work history, proof of degrees, syllabi, translations of same, and any and all information for the purposes of assessing my academic qualifications. I also authorize APEGM to make any enquiries of any institutions to which I may have applied, in order to assess my academic or other qualifications as related to my professional registration.

I understand that this information will be kept on file in accordance with APEGM's retention policy. After completion of the assessment of my academic qualifications, or after I complete the academic assessment program or withdraw from the program, I wish to have the following actions completed:

I declare that all of the information provided is authentic and correct to the best of my knowledge and belief. I understand that a false statement or failure to provide the information requested may, at any time, disqualify me from the assessment program. I authorize APEGM to obtain such additional information as it may deem appropriate, from such additional sources as it may deem appropriate, for the processing of my application.

I understand that it is my responsibility to update my contact information with APEGM as required. If I fail to do so, APEGM will not be held responsible for any consequences related to inaccurate contact information including missed mailings, failure to receive renewal forms or routing of personal information to other persons not authorized to view such information.

I understand that if I request my personal information to be given to me over the phone or by email, APEGM is required to make reasonable efforts to confirm my identity. In order to do this, APEGM will ask one or more authentication questions.

a. **I authorize Engineers Geoscientists Manitoba to release details of my file to my employer(s) or potential employer(s).**
   ☐ Yes ☐ No

b. **I authorize Engineers Geoscientists Manitoba to release details of my file to the University of Manitoba.**
   ☐ Yes ☐ No

Signature:	**Date:**

8) Checklist of Documents Required

NOTE

- Check the box below that applies to you.
- Attach each document as a separate PDF and clearly name the PDF.

Example: PDF of Academic Assessment Application
PDF of B.Sc. degree
PDF of Resume
PDF of Photo Identification; etc.

a. Language Requirements

All documents listed below must be provided in English. If your documents are not in English, you must provide notarized English translations. See Language Requirements at apegm.mb.ca
Note: Notarization of documents and English translation services are available through the Immigrant Centre visit http://icmanitoba.com/

☐ **YES,** I have attached a PDF of my notarized English translation(s).

☐ **No,** I have not attached a PDF of notarized English translations because my documents are in English.

b. World Education Services (WES) ICAP document-by-document credential evaluation (**see exceptions below)

To submit an application for WES ICAP document-by-document report visit www.wes.org/students/icap.asp . You must choose Engineers Geoscientists Manitoba as a recipient of the report and then WES will provide Engineers Geoscientists Manitoba with secure electronic access to your credential evaluation and provide copies of the verified academic documents that were assessed.

If you already have an Educational Credential Assessment (ECA) report completed by WES for immigration purposes, then you must upgrade to the standard document-by-document report. You must also request a duplicate report and select Engineers Geoscientists Manitoba as a recipient of that report. You can do this by signing into your WES account.

Engineers Geoscientists Manitoba will not accept credential assessments done by other agencies.

The WES credential evaluation **does not replace** the requirement for an Engineers Geoscientists Manitoba Academic Assessment. The primary reason for the WES assessment is to verify and authenticate your academic documents. WES only assesses the general level of your academic qualification as compared to Canadian education levels. Engineers Geoscientists Manitoba must still assess the engineering content of your academic program,

compared to the Canadian Engineering Qualification Board (CEQB) standard.

****Exceptions to WES ICAP document-by-document credential evaluation**
You do not need to obtain a WES ICAP document-by-document credential evaluation if you have completed a post-graduate (Masters or Ph.D.) in engineering from a Canadian university and that university received your bachelor transcript directly from the institution that issued the degree. In this case, you may ask the Canadian university to send us copies of the bachelor transcript DIRECTLY to the Engineers Geoscientists Manitoba office, accompanied by a letter stating that they received the documents directly from the issuing institution. The Canadian university must also include an official copy of your post-graduate (Masters or Ph.D.) transcript. If for any reason you can't get both the letter and copies of the bachelors transcript sent over from the Canadian university then you MUST have the WES ICAP document-by-document credential evaluation.

☐ **YES,** I have contacted World Education Services (WES) and I have submitted an application with them for an ICAP document-by-document credential evaluation.
Date ordered: _____WES REF#_____

☐ **NO, ****I have not contacted World Education Services (WES) because instead I have contacted the Canadian university in which I received my post-graduate degree from and I have made arrangements with them.
Date ordered: _____

c. Photo Identification

Attach a PDF of your current passport or driver's license.

☐ **YES,** I have attached a PDF of my current passport, or driver's license.

d. Degree, Diploma, or Certificate

For each degree/diploma or certificate listed in 'Section 6- Education' of this form attach a PDF of it.

☐ **YES,** I have attached a PDF of each Degree, Diploma, or Certificate that is mentioned in 'Section 6 -Education'.

e. Syllabi

You may submit an application without a syllabus (course description); however, Engineers Geoscientists Manitoba may request it at a later date.

A syllabus (course description) is a brief paragraph that clearly describes each course taken for your engineering or geoscience degree. Please map the course numbers and titles in your

transcript with the course numbers and titles found in the syllabus-and provide a list indicating the page number in the syllabus where each course description can be found.

☐ **YES,** I have attached a PDF of my syllabus.

☐ **NO,** I have not attached my syllabus. If the syllabus is required, I will submit it at a later date.

f. English Language Test Results

If English is not your first language or you did not receive your undergraduate or graduate degree in English, provide a copy of the results of an English language proficiency test such as the Canadian Level Benchmark (CLB) test or International English Language Testing System (IELTS). See Language Requirements at apegm.mb.ca

☐ **YES,** I have attached a PDF of my CLB or IELTS.

☐ **NO,** I have not attached a CLB or IELTS because my first language is English.

☐ **No,** I have not attached a CLB or IELTS because I received my undergraduate or graduate degree in English.

g. Detailed Chronological Resume

Attach a PDF of a detailed chronological resume.

☐ **YES,** I have attached a PDF of my resume.

h. Engineering or Geoscience Report

An Engineering of Geoscience report (sometimes referred to as thesis or project report) is not normally required at the time of application but Engineers Geoscientists Manitoba may ask you to submit it at a later date.

i. Other related information

If you are licensed in another province or country please attach a PDF of your proof of license.

☐ **YES,** I am licensed in another province or country so I have attached proof of license.

☐ **NO,** I am not licensed in another province or country.

Proof that you have passed the NCEES Fundamentals of Engineering and/or the NECEES

Professional Engineering Exam (USA).

☐ **YES,** I have passed the NCEES Fundamentals of Engineering and/or the NCEES Professional Engineering Exam (USA) and I have attached a PDF copy of the proof that I have passed this exam.

☐ **NO,** I have not passed the NCEES Fundamentals of Engineering and/or the NCEES Professional Engineering Exam (USA).

9) Application Fee

After you have submitted your application and required documents, it will be reviewed to insure it's complete. If your application is complete you will receive an email instructing you to login to the Engineers Geoscientists Manitoba member section of the website to pay the $440 Academic Assessment Fee.

10) Delivery

Please PDF this application and the documents as indicated in "section 8-Checklist of Document Required" to the Assessment Officer at cshymko@apegm.mb.ca

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