



A P E G S

Association of Professional Engineers
& Geoscientists of Saskatchewan

300 4581 Parliament Avenue, Regina, Saskatchewan S4W 0G3
T (306) 525 9547 F (306) 525 0851 Toll Free: 1 800 500 9547
www.apegs.ca apegs@apegs.ca

Academic Documents and APEGS Direct Confirmation of Graduation Requirement

If you got your bachelor degree from an institution that World Education Services (WES) will not do an assessment on, then you need to follow the steps below to provide your academic documents and **direct** confirmation of graduation to APEGS.

You have the following options:

1) Request that the institution where you received your bachelor level education mail or courier originals or notarized copies of your transcripts and degree certificate **DIRECTLY** to APEGS. When your institution sends these documents directly to APEGS, confirm that the name on your APEGS application form matches the name on your university documentation. If it does not, you **MUST** advise your institution to reference both the name you used on your application and the name on your academic documents. If the institution will not issue documents in English, we will accept them in the original language, but you must arrange to provide certified translations of the documents to APEGS.

OR

2) You send original or notarized copies of your documents to APEGS, including a certified translation if the documents are not issued in English. Then complete the Confirmation of Graduation form. Fill in the top two boxes and send the form to the institution where you received your bachelor level education. Explain to them that they must complete the bottom box and mail or courier it **DIRECTLY** back to APEGS.

OR

3) You send original or notarized copies of your documents to APEGS, including a certified translation if the documents are not issued in English. Then you ask the institution to mail or courier a letter **DIRECTLY** to APEGS indicating your name, the title of your degree, discipline of your degree and date you completed your bachelor level education.

OR

4) If your institution has provided your academic transcript and degree certificate directly (i.e., not from you, but directly from the institution) to any credential assessment agency, university or professional engineering licensing body in Canada, APEGS will accept copies from them. However, the agency, university or professional engineering licensing body must send written confirmation to APEGS that they received the documents directly from the issuing institution.

Note: When your institution sends documents to APEGS, if the name on your APEGS application form differs from the name on your university documentation, you **MUST** advise your institution to reference both names.

DIRECTLY means that it must not pass through you or anyone else before it comes to APEGS. Original transcripts provided by you in a sealed envelope **WILL NOT SUFFICE** as direct confirmation of graduation.



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CONFIRMATION OF GRADUATION AND DEGREE

For the Institution Confirming the Degree:

Complete the bottom box and mail **directly** to APEGS.

Instructions for the APEGS applicant:

- 1) Complete the top two boxes.
- 2) Send this form to the institution where you received your bachelor degree.
- 3) Have the information verified and returned directly to APEGS from the university.

Alternatively, you may request that transcripts be sent directly to APEGS.

Degree and Graduation Information

I, _____ graduated on _____
(Your Name) (month) (date) (year)
 at the _____ with the degree of _____
(name of university) (name of degree as it appears on your degree certificate)
 in the field of _____
(discipline in which degree obtained)

Consent for Release of Information

I hereby authorize _____ to confirm or amend the information provided
(name of university)
 above in connection with my application to the Association of Professional Engineers and Geoscientists of Saskatchewan.

(Signature)

(Date)

(Name - printed)

(Student Number)

This section for university use only
 (place Seal and Signature below)

Certified correct by _____
(name)

(title)

(date)

Signature