



CHECKLIST
INTERNATIONALLY EDUCATED APPLICANTS

Make sure that the College receives all documents listed on this checklist and the appropriate fees for your application. Incomplete applications will be delayed.

APPLICATION FORM

- Download your [Application Form](#) and fill it out carefully.

ACADEMIC PREPARATION

- WES Assessment**

Your application will not be processed without a *World Education Service* academic assessment. It must be enclosed with your application.

Have all of your degrees assessed by the [World Education Service](#) to determine whether your degree(s) is equivalent to a university level degree in Canada. Your application will only be accepted if your academic degree is assessed as equivalent to university level in Canada.

World Education Service
tel: 416-972-0070
Toll free: 866-343-0070
fax: 416-972-9004

Postal Address

World Education Services
45 Charles Street East, Suite 700
Toronto, Ontario M4Y 1S2
Website: www.wes.org/ca/application/apply_now.asp

NOTE: When you file an application with WES, fill out the section “Send an Evaluation Report to” by listing *College of Dietitians of Ontario*. This will allow the College to view and access your WES report online **OR** you may request to have your verified transcripts sent together with your evaluation report to the *College of Dietitians of Ontario* by requesting a [WES ICAP](#).

- Copies of your University Degree/Diploma/Certificate**

An original or notarized copy of your university undergraduate and/or graduate degrees, diplomas or/and certificates. Submit them in one (1) of four (4) ways:

1. If WES has evaluated your degree, the College will accept copies of your degree/diploma/certificate from WES either by printing it from WES’s website* or receive by mail from WES.
* CDO can only access these documents from the WES website if you provide WES with consent.
2. Have your university undergraduate, graduate degrees, diplomas or/and certificates sent directly from the university(ies) to the College; or
3. Submit your university undergraduate, graduate degrees, diplomas or/and certificates in separate sealed envelope(s) with the university seal; or
4. Provide a notarized or certified copy of your university undergraduate, graduate degrees, diplomas or/and certificates if the university is unable to send an original copy directly to the College.

Official transcripts (course marks sheets) from all the universities you have attended.

Submit your official transcript(s) in one (1) of four (4) ways:

1. If WES has evaluated your degree, the College will accept copies of your official transcripts (course marks sheet) from WES either by printing it from WES's website* or receive by mail from WES.
* CDO can only access these documents from the WES website if you provide WES with consent.
2. Have your transcript (course marks sheets) sent directly from the transcript office of the university(ies) to the College; or
3. Submit your transcript(s) (course marks sheets) in separate sealed envelope(s) with the university seal; or
4. Provide a notarized or certified copy of your transcript(s) if the university is unable to send an original transcript directly to the College.

Official Course Descriptions

Submit four (4) copies (1 original & 3 photocopies) of official course descriptions for all courses completed (e.g. program handbook, catalogue and syllabus). This documentation will assist the College Registration Committee in calculating the credit hours of your undergraduate studies* as well as determining the equivalence of your program of study to an accredited dietetic program in Canada.

- If you are unable to provide an original copy of your course descriptions, submit a notarized or certified copy. The description must be for the years in which you attended the courses;
- If you are unable to provide descriptions for the years you attended, submit available course descriptions with an official letter from the university that the course syllabus submitted is similar to the one used during your education. If there is any change in the descriptions, then the university letter should provide details of the changes.
- If you have several sets of syllabus (e.g., Part I, II, III or you have more than one degree), assemble them together, then use a pen to number them in sequence for easy reference by our Registration Committee.

[Education Summary Form](#)

Once you have assembled the course description, complete **only one** *Education Summary Form*. Clearly indicate your university degree(s), diploma(s) or/and certificate(s) on the form. Submit four (4) copies of the form with your application.

You must fill out the following:

1. **Course Name:** List all the courses you have completed in the appropriate sections.
2. **Degree Name:** Include the name of each degree in the column, for example, B.Sc. or M.Sc.
3. **Year Taken:** Indicate the year(s) when you took this course.
4. **Course Number:** This is the course code, e.g. ELG11 or SOC201.
5. **Page # in Syllabus:** This refers to your handwritten page numbers
6. **# Hours/wk (Lecture/Lab):** Fill in the number of hours per week for each course (e.g. 2 hours/wk)
7. **Total # of Weeks:** Fill in the number of weeks you attended for each course (e.g., 4 weeks)
8. **Total Hours (Lecture/Lab):** Hours/wk multiplied by the Total # of Weeks = total hours,(e.g., 2 hours multiplied by 4 weeks = 8 hours)

NOTE: If official information is not available about the number of hours/week and total # of weeks for your courses, please request a *Comprehensive Course-by-Course Report* from the *World Education Service* (see above) and complete the column # Hours/wk and Total # of weeks to the best of your knowledge.

PRACTICAL TRAINING

- I have enclosed a notarized or certified letter from my internship or practical training director confirming my successful completion of a practical training program. The letter describes:
- Type of facility (e.g. type of hospital and number of beds or other agency);
 - The number of weeks in each rotation (e.g. six weeks ‘pediatrics’);
 - Activities undertaken in each rotation to achieve competencies and learning objectives (e.g. completed nutrition care plans; supervised patient tray delivery system);
 - The type of supervision (e.g. supervised by a Registered Dietitian).
- I did not complete a program of practical training.*

LANGUAGE PROFICIENCY

You are required to complete language proficiency tests for either English or French if your first language of instruction was not English or French. For more information on language proficiency testing, please contact the Educational Testing Service (ETS) at: www.ets.org (for TOEFL or TSE) or CanTEST directly.

Indicate which of the following options applies to you:

- I have enclosed formal verification that my first language of instruction was French or English.
- I have completed the *Internationally Educated Dietitians Pre-Registration Program* from Ryerson University, Toronto. Completion letter is enclosed
- I am enrolled in the *Internationally Educated Dietitians Pre-Registration Program* from Ryerson University, Toronto. Acceptance letter is enclosed.
- I have enclosed the results of my English proficiency tests including both the:
 - o Test of English as a Foreign Language (TOEFL) score of 213, AND
 - o Test of Spoken English (TSE) score of 50.
- I have enclosed the results of my French proficiency including:
 - o A CanTEST score of 4.5 in Listening and Reading, and
 - o A writing score of Band 4.0, and
 - o An interview test which confirms speaking performance.

CANADIAN CITIZENSHIP/PERMANENT RESIDENCY REQUIREMENT

- Applicants must enclose proof of Canadian Citizen or Permanent residency or authorization to work as a dietitian under the *Immigration Act* of Canada.

CHANGE IN NAME

- If any of your documents are under a different name than the one you are currently using, proof of your change in name must be enclosed with your application (e.g. copy of marriage certificate).

TRANSLATION

- If any of your records are not in English or French, you must provide the document in the original language as well as provide a notarized or certified English translation.

UPGRADING REQUIREMENT

- A **résumé** or curriculum vitae

The College may send you the *Employment Verification Form*. If so, you will be required to send this form to your current and former employers. The employers must return the form directly to the College. **OR** If you have been in private practice for the past three years, the College may send you the *Verification of Private Practice* form with instructions for its use.

- [Upgrading/Refresher Programs and Continuing Education Activities Form](#) (must provide formal verification for all activities listed on this form).

APPLICATION FEES

Please choose the fee option applicable to you:

- If you have graduated from a university program and did not complete an internship/practical training program:

\$100.00 Application fee
+ \$100.00 Academic Assessment

\$200.00 Total fees

- If you have graduated from a university program and have completed an internship/practical training program:

\$100.00 Application fee
+ \$100.00 Academic Assessment
+ \$150.00 Practical Assessment

\$350.00 Total fees