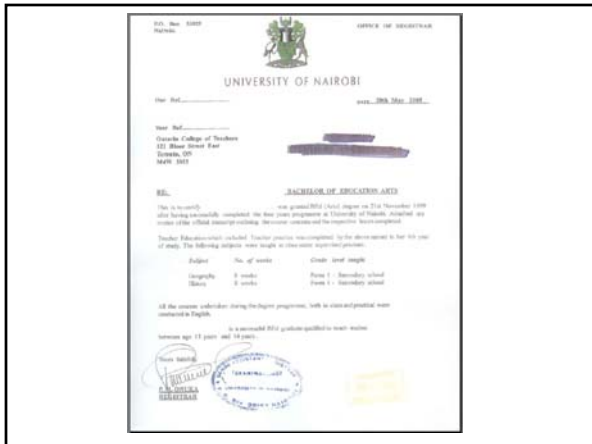




Overview

- College requirements for academic documents
- Assisting applicants
- Strategies to identify questionable documents
- Trends in documents
- Communication Tips
- Question Period



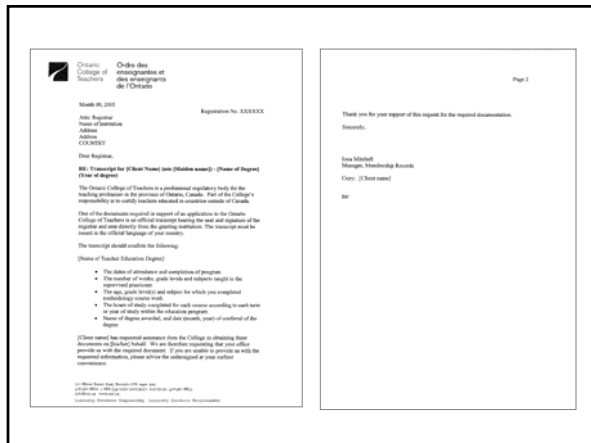
Official Documents

What makes a document official?

- Sent directly to you by the issuing institution
 - Institution stamp/seal
 - Original signature

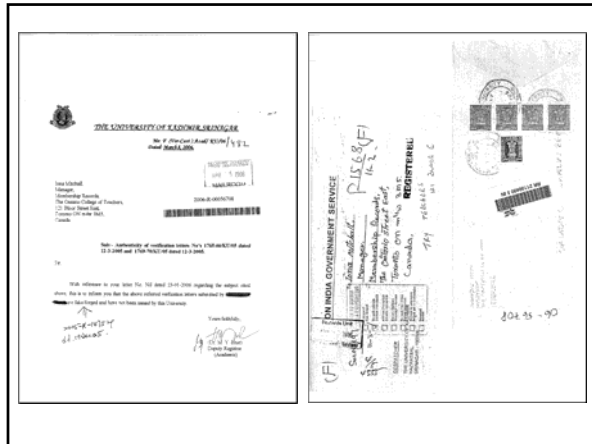
Anomalies:

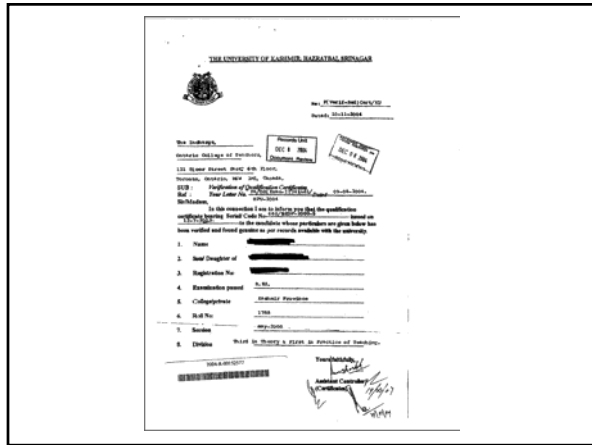
- Many international applicants report that their universities will not send official transcripts
- Original documents submitted to you by the student are not considered official unless coming from a jurisdiction that only issues one official copy to the student and is supported by a verification letter received directly from the issuing institution



Strategies to assist applicants in obtaining documents

- Ontario College of Teachers website (www.oct.ca)
- Interventions (correspond with institutions via email, letters and faxes)
- Embassies & Consulates
- Outreach
- Meetings



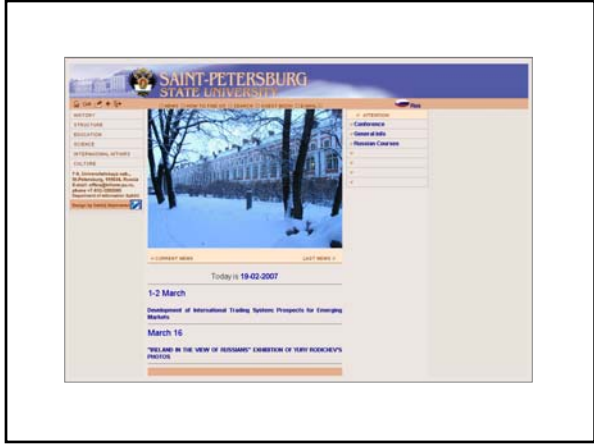


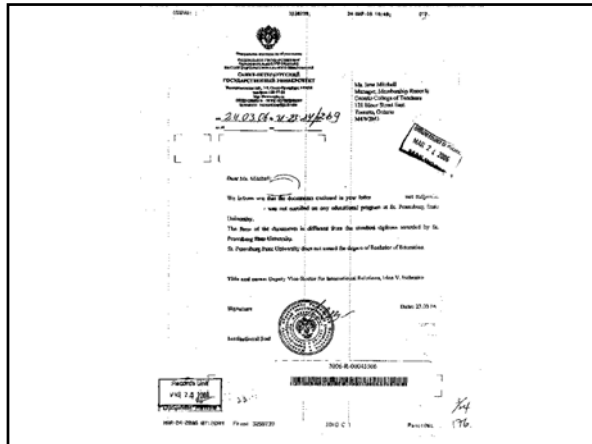
Clarifying questionable documents

- Contact institutions
 - Use of standard form to facilitate responses for questioning the mode of delivery
 - Notify applicants
 - Request further information in writing when questioning appearance and content
 - Once response received, it may be necessary to seek clarification
- Statistics









What do you do when you discover forgery?

- Do not process the file
- Make notes
- Avoid accusatory language in your letters of inquiry or letters to the applicant.
- Clearly indicate the reasons for the finding that the document is fraudulent
- Have a process in place for closing the application if a satisfactory explanation is not received.

Print Resources

- IAU – *International Handbook of Universities, World List of Universities*
- ACU: *Association of Commonwealth Universities – Commonwealth Yearbooks*
- NOOSR (based in Australia)
- AIU: *Association of Indian Universities – Universities Handbook India*

Electronic Resources

- UNESCO – World Higher Education Database
 - Education Systems: www.unesco.org/iau/online/databases/index.html
 - List of Universities: www.unesco.org/iau/online/databases/list.html
- AAU: Association of African Universities
 - www.aau.org/
- AUCC: Association of Universities and Colleges of Canada
 - www.aucc.ca/pdf/english/aboutaucc/joinaucc_e.pdf
- CICIC: Canadian Information Centre for International Credentials – Directory of Universities, Colleges and Schools in Canada
 - www.cicic.ca/en/post-sec.aspx
- Oregon Student Assistance Commission, Office of Degree Authorization – Unaccredited Colleges list
 - www.osac.state.or.us/oda/unaccredited.html
- India – University Grants Commission – Fake Universities list
 - www.ugc.ac.in/inside/fakealerts.html

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