



Request for Accommodation

Please complete and mail or fax form to CSI:

Address: 200 Wellington Street West, 15th Floor, Toronto, ON M5V 3C7, CANADA

Fax: 1 (866) 866-2660 (Canada & USA) or 416-359-0486

For further information, please contact us by:

Telephone: 1 (866) 866-2601 (Canada & USA) or 416-364-9130

Email: accessibilities@csi.ca

PERSONAL INFORMATION (Please use CAPITAL letters.)

Student Number :

Identity Verification: Birthdate (yyyy/mm/dd):

Note: Please indicate your name (including any initials used) exactly as it appears on your government-issued photo ID.

First Name:

Last Name:

Gender: Male Female

Language preference for communication: English French

Preferred Email Address:

Alternate Email Address:

Home Telephone:

Business Telephone:

SUPPORTING DOCUMENTATION

Individuals who need accommodation are required to submit this "Request for Accommodation" form along with supporting documentation (as outlined below).

- **Individuals with a psychological condition** will be required to submit a **Psychological Assessment**. The assessment should have been conducted within the last 5 years. It must be signed by a licensed medical professional (registered to practice in Canada) and include an Individual Education Plan (IEP). It should outline the professional's recommendation(s) for the type of accommodation required by the individual.
- **Individuals with a medical/physical condition** will be required to submit **Medical Documentation**. The documentation must be from a licensed medical professional (registered in Canada). The document must be on the professional's letterhead, both dated and signed and it should outline the illness. It should also indicate if the illness is short-term or chronic/permanent and include the professional's recommendation for the type of accommodation required by the individual. *Note* Medical notes or script will not be accepted.

REQUIRED ACCOMMODATION

Please list the accommodation being requested:

WHEN TO SUBMIT REQUEST

Whenever possible, individuals requesting accommodation are encouraged to submit their request immediately following their course enrolment. This will ensure that the accommodation being requested can be arranged well in advance. If individuals are already enrolled in a course and did not previously submit a request for accommodation, requests should be submitted at least 4 weeks prior to a requested or already scheduled exam date or Seminar session.