Appendix E

Checklist

Please use this checklist to ensure that your on-dossier certification application file is complete. You must make sure that you are saving these documents according to the instructions provided in the Application Instructions document; failing to do so will result in the returning of your file, which will cause unnecessary delays.

* Application form
* Word-count form, duly completed
* Copies of your degrees (if applicable), with translations (if originals are not in English or French)
* Curriculum vitae
* Ten (10) samples of work, original and translation
* Contacts supporting your samples (Appendix A)
* Sponsor letters (3) (Appendix B)
* Reference letters (2) (Appendix C)