



COURSE TITLE MATCHING FORM *(to be completed by the educational institution only)*

In matching syllabi to transcripts / mark sheets / examination results (transcripts), IERF compares the title of the course on the transcripts to the title of the course on the syllabi. If we are not able to match the syllabi to the transcripts (i.e., if there are **ANY discrepancies**), the **syllabi will not be accepted**, unless your institution assists us in matching the documentation.

Examples of **discrepancies** include:

- **when the course titles do not match** (e.g., the course title on the transcript is "Introduction to Physical Therapy" but the course title on the syllabus is "Fundamentals of Physical Therapy", etc.)
- **when the course codes, if applicable, do not match** (e.g., the course code on the transcript is "PT 100" but the course code on the syllabus is "Physical Therapy 1", etc.)
- **when the syllabi are not from the student's time of study** (e.g., the student completed the studies in 2000, but the syllabi are for courses in 2010, etc.)

If the course titles on the syllabi do not **EXACTLY** match the course titles on the transcript, we ask that you please assist us in matching the documentation, keeping in mind that:

- **a syllabus can only be matched to one course** (i.e., a syllabus cannot be used for multiple courses)
- **a course can only be matched to one syllabus** (i.e., multiple syllabi cannot be used for one course)

Name of student: _____

Name of institution: _____

Course titles matched by (name): _____ Title: _____

Signature: _____ Date: _____

Affix school seal here.

Please print or type.

Title of the Course on the Transcript	Title of the Course on the Syllabus	Page(s)
e.g., PT100 Introduction to Physical Therapy	Physical Therapy 1 Fundamentals of Physical Therapy	2-4

[illegible]

