



ICAS
Current Accurate Dependable

International Credential Assessment Service of Canada Service canadien d'évaluation de documents scolaires internationaux

Request to Update Assessment Report or Add Additional Services

Additional Qualification

You may add a secondary school qualification or postsecondary qualification to your Assessment Report.

- No courses: A description of the qualification and the comparable level of education in Ontario/Canada will be added to the report
- With courses: A description of the qualification, the comparable level of education in Ontario/Canada and a table of the courses completed with the equivalent credit value and grade will be added to the report.

Upgrade

For qualifications which already appear in the Assessment Report you received, you may upgrade the report to include a list of all the courses completed with the equivalent credit value and grade.

Fee Schedule

Additional Qualifications to existing reports

Add secondary school qualification		
No courses		\$ 75.00
With courses		\$ 105.00
Add postsecondary qualification		
No courses		\$ 75.00
With courses		\$ 185.00

Upgrades to existing reports (no new qualifications may be added)

General to Secondary School Comprehensive		\$ 60.00
General to Postsecondary Comprehensive		\$ 140.00
General to Secondary & Postsecondary Comprehensive		\$ 220.00

Other Services

Send by fax	add	\$ 12.00
Send by courier:		
within Canada	add	\$ 25.00
to the USA	add	\$ 35.00
to other countries	add	\$ 85.00
Each extra original report	add	\$ 20.00
Reports in English and French (<i>Available if all documents are in both languages</i>)		
General	add	\$ 60.00
Secondary School Comprehensive	add	\$ 90.00
Postsecondary Comprehensive	add	\$ 90.00
Reports for Canada and the USA	add	\$ 50.00
Rush Service:		
1 day (24 hours)	add	\$175.00
3 days	add	\$ 90.00

(please call to confirm availability of rush service)

Administrative

Cancellation of application*		\$ 40.00
* if a formal request to cancel is received within three days of application		
Appeal of assessment		\$200.00
Refund if appeal is successful		\$200.00

Procedures

Before submitting your application for preparation of an ICAS Assessment Report, please read the following information and the information which appears on the ICAS Website.

1. Review ICAS' documentation requirements and the specific requirements for each country. Original educational documents (plus a full set of clear, legible photocopies) or appropriately certified copies are required for all qualifications. In some cases, documents issued directly to ICAS are required or special procedures apply. (See country specific information for details).

ICAS' policies on documentation requirements are reviewed on an annual basis. If documentation requirements have changed since the time of your initial application, it may be necessary for you to re-submit some, or all, of your documents.

If it has been two years since your initial application, ICAS no longer has your application or educational documents. As a result, you will be required to re-submit all your documents.

Please contact ICAS if you have any questions about current policies and requirements.

2. Complete the application, document submission and payment forms. **You must have an existing ICAS File number.** If you do not remember your file number, please contact our office.

By completing these forms, you are confirming that you have read and accept the procedures for submission of documents and the terms and conditions including the ICAS Privacy Policy.

3. Submit the application form, document submission form, payment form and educational documents (if applicable) by mail, courier or in-person to ICAS' office in Guelph. Payment may be made in the form of a certified cheque, money order, bank draft in Canadian funds, payable to ICAS of Canada, VISA or MasterCard. Fees payable are non-refundable and are subject to change.

ICAS of Canada, Ontario AgriCentre, 100 Stone Road West, Suite 102, Guelph ON N1G 5L3 CANADA

ICAS Assessment Reports are usually sent no more than ten working days after ICAS receives **all** the necessary documents. During peak periods, however, additional processing time may be required. Personal information collected is used only for preparing your ICAS Assessment Report. No information is released to a third party without your written consent. Your application and the supporting documents are retained for two years. An electronic copy of your assessment report is retained indefinitely. Complete information about ICAS' Privacy Policy and Terms and Conditions can be found on the ICAS website at www.icascanada.ca

For assistance or further information, please call **(519) 763-7282** or (toll free in Canada) **1 800 321-6021**. We can also be reached by e-mail at info@icascanada.ca and by fax at **(519) 763-6964**. For more information, you may visit our Internet site at <http://www.icascanada.ca>

APPLICATION FORM

ICAS File Number: _____ (required)

Last/Family Name	Given Name(s)		
Previous Name(s)	(circle) Male Female	Birth Date	year month day
Mailing Address street and number	apartment number		
city	province / state		
country	postal code		
Telephone (day) ()	(evening) ()		
Fax ()	e-mail		

Report is required for: Employment College University Secondary School Immigration to Canada
 (circle all that apply) US Visa Study Abroad Other (specify): _____

Type of Assessment Required: Add Qualification: Secondary School (no courses) Postsecondary (no courses)
 (circle only one type of report) Secondary School (with courses) Postsecondary (with courses)

Upgrade: General to Secondary School Comprehensive
 General to Postsecondary Comprehensive
 General to Secondary and Postsecondary Comprehensive

Other Services: 1-Day Rush 3-Day Rush Extra Originals (specify number required) _____
 (additional fees apply) Send by Fax Send by Courier Reports in English and French Reports for Canada and the USA

If original report is to be sent to a third party, give full name, address and fax number (if applicable).

If there have been any changes in your education history since the time of your previous application or you are providing new documents for a qualification which was not previously assessed, please provide details in the chart below.

Dates of Attendance (year/month)	School Name and Address	Diploma/Degree Awarded or Highest Level Completed
Secondary From: To:		
Postsecondary From: To:		
Other From: To:		

I, _____, am the above applicant
 (print name)

I declare that the information provided on my application for preparation of an ICAS Assessment Report is true and accurate.
 I have read, and understand, the procedures for submission of documents
 I have read, and agree to, ICAS' Terms and Conditions including the ICAS Privacy Policy

Signed: _____ Date

Please turn over and complete the Document Submission Form (if applicable)

DOCUMENT SUBMISSION FORM

Name _____

I understand that it is my responsibility to obtain and provide the documents required for preparation of my ICAS Assessment Report. Please note that, at any time during the process, ICAS reserves the right to request the original documents or documents forwarded directly to ICAS by the institution or to contact the issuing body for information.

Enclosed are the following educational documents (please be specific and list all documents that you are submitting):

1. _____ ~ Original (+ photocopy) ~ Certified Copy
2. _____ ~ Original (+ photocopy) ~ Certified Copy
3. _____ ~ Original (+ photocopy) ~ Certified Copy
4. _____ ~ Original (+ photocopy) ~ Certified Copy
5. _____ ~ Original (+ photocopy) ~ Certified Copy

If additional space is required, please use attached sheet.

I have requested the following documents to be sent directly to ICAS by the institution or appropriate authority:


1. _____
2. _____
3. _____

If additional space is required, please attached a separate sheet.

Signed: _____

Date: _____

INFORMATION FOR PAYMENT

Payment may be made in the form of certified cheque, money order or international bank draft in Canadian funds payable to ICAS of Canada. Payment can also be made by either MasterCard or VISA. From outside North America, payment can be made with any card, affiliated with MasterCard or VISA, which has a number beginning with 

Please complete the following and forward it with your application form.

Services Requested	Fee
Assessment Report: <u>Add Qualifications</u>	\$ _____
<input type="checkbox"/> Secondary School - no courses (\$75)	
<input type="checkbox"/> Secondary School - with courses (\$105)	
<input type="checkbox"/> Postsecondary - no courses (\$75)	
<input type="checkbox"/> Postsecondary - with courses (\$185)	
 <u>Upgrade</u> (no new qualifications)	 \$ _____
<input type="checkbox"/> General to Secondary School Comprehensive (\$60)	
<input type="checkbox"/> General to Postsecondary Comprehensive (\$140)	
<input type="checkbox"/> General to Secondary and Postsecondary Comprehensive (\$220)	
Other Services: <input type="checkbox"/> 3 Day Rush (\$90) <input type="checkbox"/> 1 Day Rush (\$175)	\$ _____
<input type="checkbox"/> Transmit by Fax (\$12)	\$ _____
<input type="checkbox"/> Send by Courier	
Within Canada (\$25); to USA (\$35); other countries (\$85)	\$ _____
 Reports in English and French <i>(Available if all documents are in both languages)</i>	
<input type="checkbox"/> General (\$60)	
<input type="checkbox"/> Secondary School Comprehensive (\$90)	
<input type="checkbox"/> Postsecondary Comprehensive (\$90)	\$ _____
 <input type="checkbox"/> Reports for Canada and the U S A (\$50)	\$ _____
<input type="checkbox"/> Extra Originals (\$20)	\$ _____
TOTAL FEES	\$ _____

Payment to be made by: Money order Bank Draft Certified Cheque
 VISA MasterCard

Credit Card Number Expiry Date (mm/yy) /

Cardholder's Name as it Appears on Card (please print)

Address _____

Telephone _____

Cardholder's Signature _____