



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

## Request for Evaluation of Educational Documents

*Current Accurate Dependable*

ICAS provides the following assessment reports:

### 1. General Report

This report describes all credentials submitted and the schools / institutions attended and for each, gives the equivalent Ontario / Canadian level of education.

### 2. Detailed Report (Type A or Type B)

These reports contain the same information as a General Report. In addition, the Detailed Report includes a list of the courses/subjects completed with either the equivalent Ontario / Canadian credit value (Type A) or the equivalent Ontario / Canadian grade (Type B).

### 3. Comprehensive Report

This report contains the same information as a General Report. In addition, the Comprehensive Report includes a list of the courses/subjects completed with both the equivalent Ontario / Canadian credit value and grade.

**Note:** If insufficient information has been provided for the report requested, the next available report will be prepared and an appropriate refund issued. For example, if a Detailed Report Type A has been requested but there is not sufficient information, a Detailed Report Type B will be issued. If neither Detailed Report can be prepared, a General Report will be forwarded and an appropriate refund issued.

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## 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 requires both the graduation diploma / degree certificate and all supporting documents such as record of study / transcript / *indeks* / diploma supplement / mark sheets for all years of study.

If a thesis or dissertation was completed for a postgraduate qualification, ICAS requires a copy of the Abstract of the thesis or dissertation.

If the documents were not originally issued in English or French, ICAS also requires an accurate word-for-word translation of each document.

If the name which appears on the application form is different from the name which appears on the documents, an official change of name document is required (and translation if applicable).

2. Complete the application, document submission and payment forms. 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 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 303, Guelph ON N1G 5L3 CANADA**

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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](http://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

Please read the application procedures carefully before completing this form

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:** General Report Detailed Report Type A (credits) Type B (grades) Comprehensive Report  
(circle only one type of report) Additional Qualification Upgrade Give File No. \_\_\_\_\_

**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).

List all the schools/institutions you attended from primary/elementary school to the school/institution in which you are currently enrolled or which you last attended. Use the language and terminology that appear on the document(s) you received. **Do not translate the names of your documents into Canadian terminology. YOU MUST COMPLETE THE ENTIRE CHART, but submit only the documents you wish to have assessed.** If you require more space, please attach a separate page with this information.

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

Where did you hear about ICAS?

\_\_\_\_\_  
Name of Institution/Organization

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**Please turn over and complete the Document Submission Form**

## 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 |
| 6. | _____ | ~ Original (+ photocopy) | ~ Certified Copy |
| 7. | _____ | ~ Original (+ photocopy) | ~ Certified Copy |

If additional space is required, please attached a separate 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: \_\_\_\_\_

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## FEE SCHEDULE

### REPORTS

General Report	\$ 90.00
Detailed Report Type A (credits)	\$165.00
Detailed Report Type B (grades)	\$165.00
Comprehensive Report	\$200.00

### UPGRADES to existing reports

Additional Qualification	
to General Report	\$ 45.00
to Detailed Report	\$ 85.00
to Comprehensive Report	\$ 90.00
General Report to Detailed Report	\$ 105.00
General Report to Comprehensive Report	\$ 140.00
Detailed Report to Comprehensive Report	\$ 65.00

### 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		
General	add	\$ 60.00
Detailed or Comprehensive	add	\$ 90.00
(Available if all documents are in both languages)		
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 request*	\$ 40.00
* if request is cancelled within three days of receipt	
Appeal of assessment	\$200.00
Refund if appeal is successful	\$200.00

Note: Applicants to colleges in Ontario who have applied through *Ontario College Application Service* in 2004 or later, and who have paid the international transcript evaluation fee, are entitled to receive a \$30 discount on any ICAS assessment report. Please provide your OCAS number on the following page.

Please turn over and provide the necessary payment information

## 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: <input type="checkbox"/> General (\$90)      Detailed <input type="checkbox"/> Type A or <input type="checkbox"/> Type B (\$165) <input type="checkbox"/> Comprehensive (\$200)	\$ _____
Upgrades <input type="checkbox"/> Additional Qualification      (\$45-100) *see over	\$ _____
<input type="checkbox"/> General to Detailed Type A (\$105)	
<input type="checkbox"/> General to Detailed Type B (\$105)	
<input type="checkbox"/> General to Comprehensive (\$140)	
<input type="checkbox"/> Detailed to Comprehensive (\$65)	
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	
<input type="checkbox"/> General (\$60)	
<input type="checkbox"/> Detailed or Comprehensive (\$90)	\$ _____
<input type="checkbox"/> Reports for Canada and the U S A (\$50)	\$ _____
<input type="checkbox"/> Extra Originals (\$20)	\$ _____
Discount for OCAS applicants* (OCAS Number _____ - _____ - _____)	! \$ _____
*Applies only to OCAS applicants who have paid the international transcript fee	
TOTAL FEES \$ _____	

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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 \_\_\_\_\_

TO WHOM IT MAY CONCERN

Request for Evaluation of Educational Documents

This is to confirm that I have authorized the International Credential Assessment Service of Canada to discuss my request and the result of the evaluation with the following:

Staff Name \_\_\_\_\_

Name of Organization/Institution; Address; Telephone Number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

Name in Full  
(Please print) \_\_\_\_\_

Date \_\_\_\_\_

Please note that a separate form is required for each applicant.