



# International Credential Assessment Service of Canada

## Service canadien d'évaluation de documents scolaires internationaux

**ICAS**
*Current Accurate Dependable*

### Request to Upgrade Assessment Report or Add Additional Services

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.

## Fee Schedule

### Upgrades to existing reports

Additional Qualification		
to General Report		\$ 45.00
to Detailed Report		\$ 85.00
to Comprehensive Report		\$ 100.00
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
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Reports in English and French (*Available if all documents are in both languages*)

General	add	\$ 60.00
Detailed or Comprehensive	add	\$ 90.00

Reports for Canada and the USA	add	\$ 50.00
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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

## 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 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](mailto: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:** Additional Qualification    Upgrade: General Report to Comprehensive Report  
 (circle only one type of report)    General Report to Detailed Report Type A    General Report to Detailed Report Type B  
 Detailed Report Type A or B to Comprehensive Report

**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
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: \_\_\_\_\_

