

**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 comparable 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 comparable credit value and grade.

Fee Schedule

(please refer to www.icascanada.ca for detailed information about reports, upgrades and other services)

Additional Qualifications to existing reports

Add secondary school qualification		
No courses		\$ 75.00
With courses		\$ 115.00
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		\$ 70.00
General to Postsecondary Comprehensive		\$ 140.00
General to Secondary & Postsecondary Comprehensive		\$ 230.00

Other Services

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	\$ 30.00
Electronic transmission of the report	add	\$ 30.00
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
Additional Report for the USA	add	\$ 50.00
Rush Service: 3 days	add	\$ 90.00
(please call to confirm availability of rush service)		

Administrative

File reactivation fee (required if your file is more than 2 years old)		\$ 25.00
Appeal of assessment (fee refunded 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 official documents are required for all qualifications. In some cases, only official documents issued directly to ICAS by the institution are required or special procedures apply. (See country specific information for details). Failure to submit complete documentation delays the assessment process.

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. Your file will also be subject to the \$25.00 reactivation fee.

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

The preparation of an ICAS Assessment Report begins when all required documents are received in our office. Information about current processing time is available on our website. During peak periods, however, processing times may increase. 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 _____ First/Given Name(s) _____

Previous Name(s) _____ (circle) Male Female Birth Date _____ year month day

Mailing Address street and number _____ apartment number (and buzzer code) _____

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: Extra Original Reports (specify number required) _____ Send Report by Courier to _____
(additional fees apply) Electronic Transmission of Report to _____

3-Day Rush Reports in English and French Additional Report for the USA

If an original report is to be sent to a third party (by mail, courier or electronically), please provide the complete name and address to which it should be sent.

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 _____

DOCUMENT SUBMISSION FORM
(if applicable)

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 official documents forwarded directly to ICAS by the institution or to contact the issuing body for information.

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

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

If additional space is required, please use attached sheet.

I have contacted my institution to request the institution to send the following documents directly to ICAS:

1. _____
2. _____
3. _____

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

Signed: _____

Date: _____

CHECK LIST

The preparation of an ICAS Assessment Report begins when all required documents are received in our office. To avoid delays in the preparation of your report, please review the following checklist.

- I have completed and signed the Application Form (including applicable changes to the Education History Chart).
- I have completed the Document Submission Form (if applicable). I understand that if the documents previously submitted do not adhere to ICAS' current documentation requirements, I will be required to resubmit my documents.
- I have completed the Payment Form and enclosed appropriate payment (personal cheques are not accepted). If someone else is paying for my assessment by credit card, the card holder has completed the additional authorization information on the payment form.
- I have reviewed the documents required from each country in which I was educated.
- For each original document I am submitting, I have also enclosed a clear, complete photocopy of both sides of the document.
- If I will be submitting original documents, I have either selected delivery of my report and original documents by courier or provided signed, written authorization to return original documents by regular mail.
- For each document which was not originally issued in English or French, I have also enclosed a clear, complete translation of the document.
- If official documents are required from my country, I have contacted my school to request documents to be sent directly to ICAS. (I understand that ICAS does not consider documents submitted in a sealed envelope to be official unless the documents are sent directly to ICAS by the school or appropriate authority.)
- I have enclosed official identification and a change of name document if the name on my education documents is not the name on the application form.
- I have read and understand the Terms and Conditions.
- I understand that application fees are non-refundable with the exception of overpayment.