



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

Request for Assessment 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. Secondary School Comprehensive Report

The Secondary School Comprehensive Report describes the education completed outside Canada at a level comparable to the secondary school level in Ontario and suggests the Ontario equivalency. This report also provides a list of all courses/subjects completed at a level comparable to the grade 11 and grade 12 levels in Ontario with the equivalent credit values and grades.

3. Postsecondary Comprehensive Report

The Postsecondary Comprehensive Report describes the postsecondary education completed outside Canada, suggests the Ontario equivalency for each credential and provides a list of all postsecondary courses/subjects completed with both the equivalent credit value and grade

Fee Schedule

Reports	General Report		\$ 90.00
	Secondary School Comprehensive Report		\$120.00
	Postsecondary Comprehensive Report		\$200.00
	Secondary and Postsecondary Comprehensive		\$270.00
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
	<i>* if a formal request to cancel is received within three days of application</i>		
	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 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 102, Guelph ON N1G 5L3 CANADA

ICAS Assessment Reports are usually sent no more than 15-20 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

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 Secondary School Comprehensive Report
 (circle only one type of report) Postsecondary Comprehensive Report Secondary & Postsecondary 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).

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

Signed: _____ Date

Where did you hear about ICAS? _____
 Name of Institution/Organization

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

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.

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: _____

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)	
<input type="checkbox"/> Secondary School Comprehensive (\$120)	
<input type="checkbox"/> Postsecondary Comprehensive (\$200)	
<input type="checkbox"/> Secondary and Postsecondary Comprehensive (\$270)	\$ _____
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	
<input type="checkbox"/> 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 _____

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.