



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

Current Accurate Dependable

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.

Add Services

If you have applied for a report and would like to add services such as delivery by courier, extra original reports or electronic transmission, please complete the application, shipping and payment forms.

Fee Schedule

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

Additional Qualifications to existing reports

Add secondary school qualification	
No courses	\$ 95.00
With courses	\$ 140.00
Add postsecondary qualification	
No courses	\$ 95.00
With courses	\$ 190.00

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

General to Secondary School Comprehensive	\$ 90.00
General to Postsecondary Comprehensive	\$ 140.00
General to Secondary & Postsecondary Comprehensive	\$ 235.00

Other Services

Courier delivery:	within Canada	add	\$ 35.00
	to the USA	add	\$ 35.00
	to other countries	add	\$ 85.00
Regular Mail delivery*:	within Canada	add	\$ 5.00
	to other countries	add	\$ 10.00

* (if submitting original documents, you must complete the Authorization for Return of Original Documents by Regular Mail)

Each extra original report	add	\$ 30.00
Electronic copy to a third party	add	\$ 30.00
Electronic transmission to ontariocolleges.ca	add	\$ 30.00

Reports in English and French (*Available if all documents are in both languages*)

General	add	\$ 60.00
Comprehensive	add	\$ 100.00

Additional Report for the USA	add	\$ 55.00
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Administrative File reactivation fee (required if your file is more than 2 years old)	\$ 25.00
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Appeal of assessment (fee refunded if appeal is successful)	\$ 200.00
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Procedures

Before submitting your application to upgrade or updated your ICAS Assessment Report, please read the following information and the information which appears on the ICAS Website.

- 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 in accordance with current documentation requirements (please see www.icascanada.ca for details). Your file will also be subject to the \$25.00 reactivation fee.
- If you are adding qualifications to an existing ICAS report, please review ICAS' general documentation requirements and the specific requirements for the country in which your education was completed. Failure to submit complete documentation delays the assessment process. **Please note** that ICAS' documentation policies 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 the documents for previous qualifications.
- 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.
- Submit the application form, document submission form, payment form and educational documents by mail, courier, or by email, to submit by email, the information must be submitted in a SINGLE pdf file to documents@icascanada.ca. The file name must include your eight-digit ICAS file number followed by your name (e.g. 19000001 – Jane Smith). Payment may be made in the form of VISA, MasterCard or Discover or a certified cheque, money order, bank draft in Canadian funds, payable to ICAS of Canada. Fees payable are non-refundable and are subject to change.

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

The preparation of an ICAS Assessment Report (including updates and upgrades) 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, you may contact us by email at info@icascanada.ca. For more information, you may visit our website at <http://www.icascanada.ca>.



ICAS File Number _____

Application Form

Please read the application procedures carefully before completing this form

APPLICANT INFORMATION

Last/Family Name:	Given Name(s):		
Previous Name(s):	Date of Birth: (yyyy/mm/dd)		
E-mail address:			
Residential Address Information: (This <u>must</u> be the address where the applicant currently resides.)			
Number and Street		Apartment, Suite or Unit #	Buzzer Code
City	Province / State / Region		
Country	Postal Code		
Telephone (Day)	Telephone (Evening)		

EDUCATION HISTORY

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:	School / Institution Name and Location (Country and City / Town)	Name of Certificate / Degree / Diploma Awarded or Highest Level Completed
Primary / Elementary From: (yyyy/mm) To: (yyyy/mm)		
Secondary From: (yyyy/mm) To: (yyyy/mm)		
Postsecondary # 1 From: (yyyy/mm) To: (yyyy/mm)		
Postsecondary # 2 From: (yyyy/mm) To: (yyyy/mm)		
Postsecondary # 3 From: (yyyy/mm) To: (yyyy/mm)		

ASSESSMENT REPORT AND SERVICES					
Report is required for: (circle all that apply)	Employment	College	University	Secondary School	Study Abroad
	US Visa Other (specify): _____				
<i>If you require a report for immigration to Canada, please contact us to obtain the appropriate application form</i>					
Type of Upgrade/Update: (circle only one type of report)	Add Qualification(s):	Secondary School (no courses) Secondary School (with courses)	Postsecondary (no courses) Postsecondary (with courses)		
	Upgrade:	General to Secondary School Comprehensive General to Postsecondary Comprehensive General to Secondary & Postsecondary Comprehensive Report			
Other Services: (Additional fees apply)	Send Report by Courier to _____				
	Send Report by Regular Mail* to _____ *(if submitting original documents, you must complete the Authorization for Return of Original Documents by Regular Mail)				
	Extra Original Reports (specify number required) _____				
	Electronic copy of report sent to your e-mail address (included)				
	Optional electronic copy to a third party (fees apply) _____ (specify e-mail address)				
	Electronic Transmission of Report to OCAS 2100- _____ - _____ (OCAS Client Number required)				
	Reports in English and French				
	Additional Report for the USA				

SHIPPING INFORMATION			
(Assessment fee includes one original report and an electronic copy of the report by email)			
Shipping Method: (Please Circle) (Additional fees apply)	Regular Mail	Courier within Canada	Courier to USA Courier International
Ship To: (Please Circle)	My Residential Address Other Address (Enter Below)		
Recipient's Full Name:			
Name of Department and Institution/Organization (if applicable):			
Street Address		Apartment, Suite or Unit #	Buzzer Code
City		Province / State / Region	
Country		Postal Code	
Telephone		E-mail address	

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

SHIPPING INFORMATION FOR EXTRA ORIGINAL REPORTS

(If you would like reports sent to additional addresses, please attach additional pages with this information)

Extra Original Reports to be sent to different address:

(Additional fees apply)

Please specify number to be sent to this address: _____

Shipping Method:

(Please Circle)

Regular Mail

Courier within Canada

Courier to USA

Courier International

(Additional fees apply)

Ship To:

(Please Circle)

My Residential Address

Other Address (Enter Below)

Recipient's Full Name:

Name of Department and Institution/Organization (if applicable):

Street Address

Apartment, Suite or Unit #

Buzzer Code

City

Province / State / Region

Country

Postal Code

Telephone

E-mail address

SHIPPING INFORMATION FOR EXTRA ORIGINAL REPORTS

(If you would like reports sent to additional addresses, please attach additional pages with this information)

Extra Original Reports to be sent to different address:

(Additional fees apply)

Please specify number to be sent to this address: _____

Shipping Method:

(Please Circle)

Regular Mail

Courier within Canada

Courier to USA

Courier International

(Additional fees apply)

Ship To:

(Please Circle)

My Residential Address

Other Address (Enter Below)

Recipient's Full Name:

Name of Department and Institution/Organization (if applicable):

Street Address

Apartment, Suite or Unit #

Buzzer Code

City

Province / State / Region

Country

Postal Code

Telephone

E-mail address

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

Enclosed are the following documents which I am submitting:

Name of Document / Issued by	
1.	Original document (+ a photocopy)
2.	Original document (+ a photocopy)
3.	Original document (+ a photocopy)
4.	Original document (+ a photocopy)
5.	Original document (+ a photocopy)

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

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

Name of Institution / Qualification	
1.	
2.	
3.	
4.	
5.	

If additional space is required, please use attached 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

I authorize ICAS to send the report to the individuals/organizations I listed on the application form.

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 VISA, Master Card, or Discover.

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

Services Requested		Fee
Upgrade/Update:	<u>Add Qualification(s)</u>	\$ _____
	___ Secondary School - no courses (\$95)	
	___ Secondary School - with courses (\$140)	
	___ Postsecondary - no courses (\$95)	
	___ Postsecondary - with courses (\$190)	
	<u>Upgrade</u> (no new qualifications)	\$ _____
	___ General to Secondary School Comprehensive (\$90)	
	___ General to Postsecondary Comprehensive (\$140)	
	___ General to Secondary and Postsecondary Comprehensive (\$235)	
Other Services:	___ Send by Courier	
	Within Canada (\$35); to USA (\$35); other countries (\$85)	\$ _____
	___ Send by Regular Mail*	
	Within Canada (\$5); other countries (\$10)	\$ _____
	<i>*(if submitting original documents, you <u>must</u> complete the Authorization for Return of Original Documents by Regular Mail)</i>	
	Reports in English and French <i>(Available if all documents are in both languages)</i>	
	___ General (\$60)	
	___ Comprehensive (\$100)	\$ _____
	___ Additional Report for the U S A (\$55)	\$ _____
	___ Extra Original Reports (\$30)	\$ _____
	___ Electronic copy to a third party (\$30)	\$ _____
	___ Electronic Transmission to OCAS (ontariocolleges.ca) (\$30)	\$ _____
	<i>(you must provide your OCAS client number on the application form)</i>	
	___ File Reactivation Fee (\$25)	\$ _____
	<i>(required if your file is more than two years old)</i>	
	TOTAL FEES	\$ _____

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

Credit Card Number | | | | | | | | Expiry Date (mm/yy) / CSV:

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

Address

Telephone _____

Cardholder's Signature _____

Note: If the credit cardholder is not the applicant, the cardholder must also complete the information below.

I, (please print) _____, am the credit card holder. I authorize my credit card to be charged the amount indicated above for the purpose of the preparation of an Assessment Report for (applicant's name)

I have also read, and agree to, the Terms and Conditions (including the refund policy).

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 the Application Form (including the Education History Chart).
- ___ I have completed and signed the Document Submission Form.
- ___ 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

***Please only complete this form if you would like your original documents returned by regular mail. If you are not submitting original documents or you have requested to have your original documents returned by courier, you are not required to complete this form**

File No. _____

Authorization for Return of Original Documents by Regular Mail

This is to confirm that I have authorized ICAS International Credential Assessment Service of Canada to return my original documents by regular mail service to the following address:

Street and No. _____

Apartment Number _____

City _____

Province/State _____

Country _____

Postal Code _____

I understand that ICAS assumes no responsibility for documents not safely delivered.

Signed _____
Name in Full _____
(Please print)

Date _____