



## OFFICIAL RECORDS REQUEST FORM INSTRUCTIONS

### INSTRUCTIONS FOR THE APPLICANT

Please use the following procedure to have your official academic records forwarded to ICAS:

- Print a copy of this package for each qualification, from each institution
- Complete the top portion titled “Applicant to Complete This Section” of each form
- Submit the form (including this instructions page) to the institution. (It is your responsibility to satisfy any additional procedures and/or fees required by the institution for this service.)
- Complete and submit to ICAS the “Document Submission Form” (included in the confirmation e-mail you receive from ICAS) indicating the records that will be sent directly to ICAS by your institution(s). Submit photocopies of your documents to ICAS including the graduation diploma(s), transcript/statements of marks and translations if applicable. (ICAS’ processing time begins when **all** required documents are received in our office including all records on the Document Submission Form.)
- If the documents issued to ICAS by your institution are not in English or French, ICAS will contact you so that you can arrange for an accurate word-for-word translation of each document. Photocopies of translations are acceptable. Original translations are not returned.

### INSTRUCTIONS FOR THE INSTITUTION

A former student of your institution has applied to ICAS (International Credential Assessment Service of Canada) for an assessment of his/her education for use in Canada. To provide the requested assessment, ICAS requires an official academic record (Transcript, Statement of Marks, *Indeks*, Diploma Supplement) and if applicable, confirmation of graduation and the qualification awarded.

The applicant has submitted to you the attached “Official Records Request” form to authorize release of the records directly to ICAS. Please complete the bottom portion of the form and forward it with official academic records in a sealed envelope directly to ICAS at the following address:

**International Credential Assessment Service of Canada  
100 Stone Road West, Suite 102  
Guelph Ontario  
Canada N1G 5L3**

Please contact the applicant if you require further information or there is a fee to provide this service.

Thank you in advance for taking the time to complete the form and for forwarding the documents to ICAS of Canada.

