

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 in-person to ICAS' office in Guelph. 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, Ontario AgriCentre, 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, 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

APPLICANT INFORMATION

Last/Family Name:		Given Name(s):	
Previous Name(s):		Date of Birth: (yyyy/mm/dd)	
Gender Male Female (Please Circle)	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)	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)		

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 for courier delivery)

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 for courier delivery)

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> <input type="checkbox"/> Secondary School - no courses (\$75) <input type="checkbox"/> Secondary School - with courses (\$115) <input type="checkbox"/> Postsecondary - no courses (\$75) <input type="checkbox"/> Postsecondary - with courses (\$185)	\$ _____ \$ _____
<u>Upgrade (no new qualifications)</u> <input type="checkbox"/> General to Secondary School Comprehensive (\$70) <input type="checkbox"/> General to Postsecondary Comprehensive (\$140) <input type="checkbox"/> General to Secondary and Postsecondary Comprehensive (\$230)	\$ _____ \$ _____
Other Services: <input type="checkbox"/> Send by Courier 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"/> Comprehensive (\$90)	\$ _____ \$ _____
<input type="checkbox"/> Additional Report for the U S A (\$50)	\$ _____
<input type="checkbox"/> Extra Original Reports (\$30)	\$ _____
<input type="checkbox"/> Electronic Copy of Report by e-mail (\$30)	\$ _____
<input type="checkbox"/> Electronic Transmission to OCAS (ontariocolleges.ca) (\$30) <i>(you must provide your OCAS client number on the application form)</i>	\$ _____
<input type="checkbox"/> 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