



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

Current Accurate Dependable

Request to upgrade an existing ICAS Assessment Report to the Canadian Immigration Assessment Package or to add qualifications or services

Canadian Immigration Assessment Package includes:

- Two Original Assessment Reports
- Electronic Copy of Report
- Secure Electronic Access Required by Immigration, Refugees and Citizenship Canada (IRCC)

The Assessment Report will describe all appropriate credentials submitted and, for each, indicate the comparable level of education in Canada.

You will receive two original Assessment Reports. You will also receive an unofficial electronic copy of the assessment by e-mail for your records.

IRCC requires the ability to verify the authenticity of the original Assessment Report you submit to IRCC with your application for permanent residence. To facilitate this, IRCC will have secure access for a period of ten years, to an electronic copy of your report and other required information.

Upgrades

An existing ICAS Assessment Report to the Canadian Immigration Assessment Package	\$ 150.00
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Add a Qualification

Add a qualification to an existing Assessment Report (You will receive two original reports, an electronic copy of the report and IRCC will receive the updated information)	\$ 185.00
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Other Services

Send by courier:		
within Canada	add	\$ 35.00
to the USA	add	\$ 35.00
to other countries	add	\$ 85.00
Send by Regular Mail:		
within Canada	add	\$ 5.00
to other countries	add	\$ 10.00
Each extra original report	add	\$ 30.00
Electronic copy to a third party	add	\$ 30.00

Administrative

File reactivation fee (required if your file is more than 2 years old)	add	\$ 25.00
Appeal of assessment (Fee refunded if appeal is successful)		\$ 200.00

Procedures

Before submitting your application to upgrade or add a qualification to an existing ICAS Assessment Report, please read the following instructions and the additional information which appears on the ICAS website.

1. Review ICAS' documentation requirements and the specific requirements for each country. Documents sent directly to ICAS by the institution are required for all qualifications. In some cases, special procedures apply. (See country specific information for details.) For a qualification to appear on a Canadian Immigration Assessment Package, ICAS must have received the appropriate documentation.

In addition to the official documents, ICAS requires that you submit the following:

- photocopies of 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
 - accurate word-for-word translation of each document, if the documents were not originally issued in English or French
 - copy of the Abstract of the thesis or dissertation if a thesis or dissertation was completed for a postgraduate qualification
 - official change of name document (and translation if applicable), if the name which appears on the application form is different from the name which appears on the documents
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 photocopies of educational documents by mail, courier, or 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 in Canadian funds may be made by VISA, Discover, MasterCard or in the form of a money order, bank draft payable to ICAS of Canada. Fees are non-refundable and are subject to change.

Submit Official Records Request Forms to your institution(s) for each qualification you would like to have included in the assessment report.

ICAS of Canada, 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 ten 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.

For assistance or further information, you may contact us by email at eca@icascanada.ca For more information, you may visit our website at <http://www.icascanada.ca>.



Application Form

Please read the application procedures carefully before completing this form

APPLICANT INFORMATION

ICAS FILE NUMBER: _____

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)		

SERVICES REQUESTED

Report is required for:

Immigration to Canada

Please indicate the immigration program under which you intend to apply _____

Type of Upgrade Requested:

Upgrade to Canadian Immigration Assessment Package

Add a Qualification to an Existing Report

Other Services:

(Additional fees apply)

Electronic copy of report sent to a third party _____

(specify e-mail address)

SHIPPING INFORMATION

(Two original reports on ICAS security paper are included.)

Shipping Method:

(Please Circle)

Regular Mail

Courier within Canada

Courier to USA

Courier International

(additional fees apply)

ICAS will not accept prepaid stamped or self-addressed envelopes as a method of returning original documents or completed reports.

Ship To:

(Please Circle)

My Residential Address

Other Address (Enter Below)

Recipient's Full Name:

Number and Street

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 more addresses, please attach additional pages with this information)

Number of Extra Originals:

(Additional fees apply)

Please specify number required: _____

Shipping Method: (Please Circle)

Regular Mail

Courier within Canada

Courier to USA

Courier International

(additional fees apply)

ICAS will not accept prepaid stamped or self-addressed envelopes as a method of sending extra original reports

Ship To:

(Please Circle)

My Residential Address

Other Address (Enter Below)

Recipient's Full Name:

Number and Street

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

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

1. _____
2. _____
3. _____
4. _____
5. _____

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

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

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 provide information (including the Assessment Report) to Immigration, Refugees and Citizenship Canada.

I understand that my personal information is being collected for the purpose of obtaining an Educational Credential Assessment Report for immigration purposes, as authorized by Immigration, Refugees and Citizenship Canada (IRCC). ICAS does not collect this information on behalf of IRCC. I hereby authorize ICAS to share my personal information, Educational Credential Assessment Report and enclosed documents with IRCC for the purpose of applying for Canadian immigration under the Immigration and Refugee Protection Act. I understand that the information shared by ICAS with IRCC will be stored in Personal Information Banks (PPU 042 entitled Immigrant Case File and PPU 053 entitled Permanent Resident Data System). The information may be shared with other Canadian government institutions such as the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), and foreign governments in accordance with subsection 8(2) of the Privacy Act. It may also be disclosed to foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation where such sharing of information may not put the individual and or his/her family at risk. Information may also be systematically validated by other Canadian government institutions under the terms of an agreement or arrangement for the purposes of validating status and identity to administer their programs. Under the provisions of the Privacy Act and the Access to Information Act, individuals have the right to protection of and access to their personal information. Details on these matters are available at the Infosource website (<http://infosource.gc.ca>) and are also available at public libraries across Canada.

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, Discover or MasterCard.

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

Services Requested	Fee
Report Upgrade: An existing ICAS Assessment Report to the Canadian Immigration Assessment Package (\$150)	\$ _____
Add a Qualification Add a Qualification to an existing Canadian Immigration Assessment Report (\$185)	\$ _____
Other Services: Send by Courier Within Canada (\$35); to USA (\$35); other countries (\$85)	
Send by Regular Mail Within Canada (\$5); to other countries (\$10)	\$ _____
<input type="checkbox"/> Extra Original Reports (\$30 each)	\$ _____
<input type="checkbox"/> Electronic Copy to a third party (\$30)	\$ _____
<input type="checkbox"/> File Reactivation Fee (\$25) (required if your file with ICAS is more than two years old)	\$ _____
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.
- I have enclosed clear, complete photocopies of both sides of all documents
- For each document which was not originally issued in English or French, I have also enclosed a photocopy of a clear, complete translation of the document.
- I have contacted my school(s) / institution(s) and have submitted the Official Records Request Forms to have documents 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 documents 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.