



# INTERNATIONAL CREDENTIAL EVALUATION SERVICE

3700 Willingdon Avenue, Burnaby, British Columbia, Canada V5G 3H2  
Tel: 604-432-8800 Toll-free: 1-866-434-9197 Fax: 604-435-7033

## BC Hydro Evaluation Requirements

The **BC Hydro** requires the following for all evaluations completed by the International Credential Evaluation Service (ICES).

### 1. Evaluation Report Required

**BC Hydro** requires a **Comprehensive Evaluation Report** for all evaluations conducted by ICES. This can be ordered by completing the Credential Order Form section of the ICES Application Form. The cost of a Comprehensive Report is **\$225.00** per credential. Detailed information about ICES fees, reports, and documents required as well as a copy of the ICES Application Package can be found at <http://www.bcit.ca/ices>.

### 2. Documents Required by ICES

a) **Original Documents:** ICES will need a complete set of *Original* documents for each credential that you are paying to be evaluated. A complete set of documents normally contains at least two parts:

- (1) The document awarded upon completion of the credential (may be called a diploma, diplom, degree certificate, certificate, or other names depending on the country from which it is issued). In many countries, people hang this document on their wall.
- (2) The academic record, showing the courses or subjects studied, the grades earned, and the hours of study or number of credits for each course (may be called a transcript, detailed marks card, relevé de notes, examination report, extract, student's book, index, or other names, depending on the country from which it is issued).

If you do not have these documents, you will need to request them from the institutions you attended.

b) **Translations:** All required documents written in a language other than French or English must be accompanied by an English translation completed by a certified translator. All translated documents must also be submitted with the original in the original language.

**Affiliated Colleges:** ICES only accepts educational documents from the institution that awards the credential. For that reason, ICES does not accept documents from affiliated colleges or institutes. ICES must see documents issued from the awarding institution.

*(Continued on page 2)*

### 3. Language of Instruction

**BC Hydro** requires that information about the Language of Instruction at your home institution(s) is included in the ICES Evaluation Report. The ICES Evaluation Report lists all of the languages of instruction that were used in your program of study. If, for example, you studied in English and another language, the report will indicate both of your languages of instruction - not just the English. If your program is offered in several languages, but your language of instruction was exclusively in English, then you will have to make arrangements with your institution to verify this information. The best way to do this is to have your institution enclose additional documentation with your official documents confirming your language of instruction.

### 4. Additional Copy of Report:

All clients receive two copies of the completed report. The first copy is always sent to you; the second copy of your report will be sent directly to **BC Hydro**. Please indicate this in **Section D** of the ICES Application Form. If you do not indicate where you want your second copy sent, it will be automatically sent to you. If you require more than two copies of your report, the fee is **\$10.00** per copy.

### 5. Contact Information

If you have not already done so, please contact the **BC Hydro** to see if they require any additional information from you. They can be reached at:

**BC Hydro**

14<sup>th</sup> Floor – Human Resources

333 Dunsmuir Street

Vancouver, BC

V6B 5R3

Telephone: (604) 224-9376 & Toll Free: 1 (800) 224-9376

Fax: (604) 528-2297 Customer Service fax

Website: [www.bchydro.com](http://www.bchydro.com)

Email: [www.bchydro.com/contact/index](http://www.bchydro.com/contact/index)

Please contact ICES directly at [icesinfo@bcit.ca](mailto:icesinfo@bcit.ca) if you have any questions about your ICES evaluation.