



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

Justice Institute of British Columbia Evaluation Requirements

The **Justice Institute of British Columbia** requires the following for all evaluations completed by the International Credential Evaluation Service (ICES).

1. Evaluation Report Required

A number of programs at the Justice Institute of BC require ICES evaluation of educational credentials from countries other than Canada. Before ordering an ICES evaluation report, you must contact the program area that you are applying to.

The Justice Institute's general number is (604) 525-5422. Please specify that you need to speak with the admissions area for the program that you are interested in. This is the information that you need to gather:

- a) Do they require that you get an ICES Evaluation of your education?
- b) Which credentials should you have evaluated?
- c) What Evaluation Report do they need from ICES; Basic, Detailed (Grades or Credits), or Comprehensive?
- d) Will they accept an ICES report from you or do they require that it be sent from ICES directly to their office?

Unfortunately, the requirements vary from program to program and have not been specified to ICES at this time. It is important that you gather this information before you proceed with evaluation in order to use your time and resources effectively.

2. Documents Required by ICES

- a) **Official Documents:** The **Justice Institute of British Columbia** requires that ICES base its evaluation report on *Official* documents for each credential that you are paying to be evaluated. For documents to be considered official, they ***must be sent directly to ICES by the educational institutions*** you attended. The official documents must indicate the name of the credential, the courses or subjects studied, the grades earned, the hours of study or number of credits for each course, and the date of graduation. These documents may be called an academic record, 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 required, we may ask for the original copies of your educational documents after your official documents arrive at our office.

If it is not possible to have an official copy of your academic record sent to ICES, you may submit original documents instead; however, you will also need to request an official letter sent by the institutions you attended to confirm the credentials you have completed. These official degree confirmation letters must be sent directly to ICES and signed by the Registrar (or similar authority) of the institutions you attended.

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ICES understands that it can be difficult and costly for some clients to arrange for official documents to be sent to our office. Official documents are required if you are planning to use your report for the **Justice Institute of British Columbia**. ICES cannot waive this requirement.

- 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.

2. Number of Credentials

When you apply for a Comprehensive Report, you must indicate the number of credentials you wish to have evaluated. A “credential” is one partially or fully completed educational program taken at one institution or school leading to a certificate, diploma or degree. Any coursework completed at two or more institutions and applied (or transferred) toward a credential is considered a separate credential. If you wish to have more than one credential evaluated, please include the additional fee with your ICES Application form and make arrangements to have each institution send the necessary official documents directly to ICES.

3. 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 the **Justice Institute of British Columbia**. 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.

4. Contact Information

If you have not already done so, please contact the **Justice Institute of British Columbia** to see if they require any additional information from you. They can be reached at

Justice Institute of British Columbia

New Westminster Campus

715 McBride Blvd.

New Westminster, BC

V3L 5T4

Telephone: (604) 525-5422

Fax: (604) 528-5518

Website: www.jibc.bc.ca

Email: register@jibc.bc.ca

Please contact ICES directly at icesinfo@bcit.ca if you have any questions about your ICES evaluation.