

# INTERNATIONAL CREDENTIAL EVALUATION SERVICE APPLICATION



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CANADA, V5G 3H2

INTERNATIONAL  
CREDENTIAL  
EVALUATION SERVICE

[bcit.ca/ices](http://bcit.ca/ices)



Many people who come to live and work in Canada have very high levels of education. Unfortunately, this education may not be recognized by those who do not understand how international credentials compare to our provincial and national systems.

Mandated by the Government of British Columbia, the International Credential Evaluation Service (ICES) was established in 1995 to help people gain the recognition they need to pursue their career and educational goals in Canada.

ICES uses well-established evaluation methodologies to evaluate the credentials of people who have studied in other provinces or countries, and determines comparable levels in British Columbian and Canadian terms. The results of an ICES assessment are provided in evaluation reports that are objective, consistent, and reliable.

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## HOW CAN AN ICES REPORT HELP YOU?

ICES reports may help individuals enter the labour market, acquire membership in professional licensing bodies or gain admission into post-secondary institutions. ICES reports are designed to meet the needs of:

- > individuals educated outside of Canada who require a report for employment or educational reasons
- > employers who need to have a foreign credential compared to Canadian educational standards
- > educational institutions which need to know whether a foreign credential meets their criteria for admission or advanced standing
- > professional licensing bodies which need to know whether education obtained abroad meets the educational standards required by their association.

## WHAT IS A CREDENTIAL?

A credential is one partially or fully completed educational program from one institution leading to a certificate, diploma or degree. Each certificate, diploma or degree program is a separate credential. Course work or credit completed at two or more different institutions and applied (or transferred) towards a credential is considered to be more than one credential.

## CAN ICES EVALUATE ALL TYPES OF CREDENTIALS?

While they may represent valuable learning, the following programs fall outside the scope of ICES: military training, second language training, professional licenses, computer training, apprenticeships, work or life experience, and non-credit professional development courses.

## ICES IS A MAIL-IN SERVICE ONLY

You may drop off your educational documents in person, during office hours. However, if you have documents requiring explanation, we require that you provide the explanation in writing. If you have questions, please email, telephone, fax or write to us. ICES staff members are not available for appointments.

## THE SCOPE AND LIMITS OF AN ICES REPORT

ICES follows the standard methodology used in evaluation services throughout Canada and the US and applies this methodology consistently to all clients. ICES does not evaluate course content or make a judgment on the quality of individual credentials. ICES is not in a position to evaluate the merits of each individual's performance or knowledge (other than on the basis of grades). Instead, ICES offers a service which authenticates documents, conducts research based on well established methodologies, and then issues an evaluation report that provides a general recommendation(s) to the Canadian education system.

## FOUNDING ALLIANCE MEMBER

ICES is a founding member of the Alliance of Credential Evaluation Services of Canada (the Alliance). The Alliance ensures that individuals have access to fair and credible assessment services. Members of the Alliance follow principles of good practice that are consistent with Canadian standards.

## TYPES OF ICES EVALUATION REPORTS

Various types of evaluation reports are available to meet your needs. If you wish to meet the requirements of a regulated profession (for example, engineering, law, teaching), or be admitted to a Canadian post-secondary institution, we recommend that you ensure that the receiving organization requires an ICES report before applying to ICES.

### BASIC \$125/CREDENTIAL\*

- > Most useful to those seeking general employment
- > Identifies each fully or partially completed educational credential and indicates the comparable level of education in Canada
- > Lists the academic institution attended, provides a brief program description, and indicates the number of years of education completed
- > Normally takes at least four weeks to complete from the date all necessary documents are received by ICES.

### COMPREHENSIVE \$225/CREDENTIAL\*

- > Most useful to those seeking employment in a professional occupation or admission to a post-secondary institution
- > Includes all information in a basic report
- > Lists the courses that you completed for that credential and converts both grades and credits or units and provides a calculation of the grade point average
- > Identifies the languages of instruction
- > Normally takes at least seven weeks to complete from the date that all necessary documents are received by ICES. Please see important note below about completion times.

### SUPPLEMENTAL \$125 FLAT FEE\*

- > Supplemental Reports are required by a number of organizations which have requested additional research by ICES in order to meet their needs
- > See Table 1 on page 8 for the list of organizations requiring a supplemental report
- > This report is only issued in conjunction with a comprehensive report.

\* Fees subject to change without notice.

## IMPORTANT NOTE ABOUT ICES COMPLETION TIMES

When ICES gives an estimated time of completion, the timelines are not calculated from the day that the client applies. They are calculated from the day that the client supplies ICES with all required documents.

For example, if a client applies in January, but their required documents do not arrive at our office until March, the completion time is calculated from March, not January. This is an important consideration for clients who must have their educational documents mailed from their educational institution directly to ICES.

## DOCUMENT REQUIREMENTS

You must submit:

- > A full set of original educational documents for each fully or partially completed educational program to be evaluated
- > A complete and legible photocopy of the front and back of each educational document including translations. The photocopies need to be the actual size of the documents; reduced or enlarged sizes are not acceptable. If you do not submit adequate photocopies, you will be charged a \$20 service fee. Notarized copies will always be returned to the client; note that notarized copies do not replace the need for clients to submit photocopies. Reports will not be released until all fees are paid in full.

When submitting your original educational documents, you must submit:

- > The document awarded upon completion of the credential (may be called a diploma, diplom, degree certificate, certificate, or other name depending on the country from which it is issued). In many countries, people hang this document on their wall
- > 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 name depending on the country from which it is issued).

ICES does not need to see your birth certificate, marriage certificate, divorce certificate, immigration documents, social insurance number or passport. Please do not send them to our office. We only need to see documents pertaining to your education.

When submitting your original educational documents, please do not staple the documents together. ICES would like to minimize the amount handling we must do with the documents.

## ORIGINAL DOCUMENTS, OFFICIAL DOCUMENTS, AND COPIES

ICES reports indicate the type of educational documents submitted to our office because many organizations and educational institutions require this information. Educational documents are classified into three categories: original documents, official documents, and copies. The table below will assist you in understanding the differences:

DOCUMENT CATEGORIES	CHARACTERISTICS
Original documents	<ul style="list-style-type: none"> <li>&gt; Documents submitted to ICES by client</li> <li>&gt; The document bears proper seals and signatures</li> <li>&gt; Not a photocopy or notarized copy.</li> </ul>
Official documents	<ul style="list-style-type: none"> <li>&gt; Mailed from educational institution directly to ICES office</li> <li>&gt; Document has never been handled by client, client's friend or relative</li> <li>&gt; Bears proper seals, signatures and postal markings.</li> </ul>
Copies	<ul style="list-style-type: none"> <li>&gt; Regular or notarized photocopies of educational documents.</li> </ul>

## IMPORTANT NOTES ABOUT THE CLASSIFICATION OF EDUCATIONAL DOCUMENTS

- > The difference between an original and official document is how it arrives at our office. If a document arrives directly from your institution to the ICES office bearing the proper seals, signatures, and/or postal markings, then it is considered official. However, once you, your friend or relative handles the document, it is then considered original. Even if the client submits a document in a sealed envelope, it will still not be considered official. Rather, it will be deemed as an original document
- > For documents to be considered original or official, they must be issued by the institution that awards the credential. Consequently, ICES does not accept documents from affiliated colleges. ICES must see documents from the awarding institution
- > If you do not submit a complete set of official or original documents, ICES may still be able to complete an evaluation report. In this case, your report would include the following statement (or something similar):  
 "IMPORTANT NOTE: Regarding Document Authentication: ICES recommends all official or original documents be submitted for evaluation. Since official or original documents were not submitted for evaluation, authentication of this credential is not possible."
- > ICES realizes that it is extremely difficult and costly for some clients to arrange for official documents to be sent to our office. However, the official document requirement is not an ICES requirement. It is a requirement set by the organization to which you are applying and therefore cannot be waived.

## DOCUMENT STORAGE AND RETURN

As many ICES clients cannot obtain duplicate copies of educational documents, ICES stores the original documents in a locked room and handles them with great care. Original documents submitted to ICES by the client will be returned upon completion of the ICES evaluation. Photocopies submitted to ICES will be kept for our records. Official documents submitted to ICES by the issuing institution are for use by ICES and will not be released to the client.

## TRANSLATION REQUIREMENTS

If any of your educational documents are not in English or French, they must be accompanied by a complete word-for-word (literal, not interpretive) English translation. If you are submitting your documents from outside Canada and cannot obtain a translation from a Canadian-certified translator, you may submit a translation from an official translator in your home country. This translation must also be completely accurate or ICES will require a new translation from a Canadian certified translator.

To obtain a list of certified translators in Canada, please contact your local immigrant serving agency or:

Society of Translators and Interpreters of British Columbia

**T** 604.684.2940

**F** 604.684.2947

**E** office@stibc.org

**W** www.stibc.org

Canadian Translators, Terminologists and Interpreters Council

**T** 613.562.0379

**F** 613.241.4098

**E** info@cttic.org

**W** www.cttic.org/mission.asp

Documents such as mark sheets, transcripts, diplomas, certificates, and grade books must be translated in their entirety, including any information that appears on the reverse side of any document. For comprehensive reports, translations of calendars, course outlines and syllabi are not required unless your academic record does not contain relevant information about credits, units, or hours of instruction.

Translations may be based on original documents or copies of those documents. In either case, the translator must attach, to each translation, a signed copy of the educational document(s) on which the translation was based. The document copy or copies accompanying the translation will be verified against the original documents submitted to ICES. All document copies submitted for evaluation must be stamped with the translator's official stamp. Note: The original credentials in the original language must also be submitted to ICES.

## CHOOSING YOUR REPORT TYPE AND SUBMITTING YOUR DOCUMENTS

The report type that you select (basic or comprehensive) and the category of educational documents that you must submit to our office (original or official) depends on the purpose of your evaluation.

There are usually two reasons for ordering an ICES report:

- > Clients are referred to ICES by a specific organization or educational institution (examples: Canadian Society of Medical Laboratory Science or Independent Schools Branch of BC)
- > Clients require a report for general employment purposes or for nonspecified reasons.

### CLIENTS REFERRED TO ICES BY A SPECIFIC ORGANIZATION OR EDUCATIONAL INSTITUTION

ICES clients who have been referred to ICES by a specific organization or educational institution may not have the option to select their report type and the category of documents that they will have to submit because the organization may have already told ICES what they require.

Please refer to the Table 1 on page 8 because it will assist you in choosing what report type and category of documents you will be required to submit to ICES.

If your organization is not listed on page 8, it is your responsibility to find out which category of documents will be required before you complete the ICES application form.

### CLIENTS USING A REPORT FOR GENERAL EMPLOYMENT OR FOR NON-SPECIFIED REASONS

If you are using your report for general employment purposes, you may choose your report type and the category of documents you wish to submit.

When choosing your report type, if you would like your courses, grades and credits to be listed in your ICES report, please select a comprehensive report. Otherwise, you may wish to choose the basic report because it is less expensive and requires less processing time.

Most of our non-organizational clients choose to submit the original documents already in their possession. Some clients choose to arrange for official documents to be sent because they prefer to keep their original documents.

## CANCELLATIONS AND REFUNDS

ICES will issue a partial refund to individuals who submit a written cancellation request before ICES evaluation work has begun. The refund amount will be the total fee paid minus an administration fee of at least \$75 along with the cost of returning documents by courier if that is what was ordered.

Refunds will not be issued if:

- > ICES finds that any educational documents or translations submitted have been altered and/or are fraudulent
- > ICES finds that the translation of a document falsely represents the original
- > information included in an application is found to be fraudulent or misrepresented
- > you cancel a request for service after an evaluation has begun
- > you discover that an academic institution, professional organization, and/or employer will not accept an ICES evaluation report
- > your evaluation requires additional research or documentation or further inquiries
- > your evaluation report is delayed as a result of incomplete documentation supplied at the time of application
- > more than one year has lapsed since we contacted you and repeated requests for clarification or status updates on the outstanding documents have gone unanswered.

A refund cheque will be issued in Canadian funds and will be sent by regular mail. Allow at least four to six weeks for refunds to be processed.

## REVISED REPORTS

- > If, after ICES has completed your evaluation, you submit additional documents in order to have a revised report completed, an additional fee of \$50 will be required. This fee is intended for clients submitting new educational documents, syllabi and other similar situations.

## TIPS FOR GETTING YOUR CREDENTIALS RECOGNIZED

- > Do not wait until the last minute to have your credentials evaluated. It normally takes at least four weeks to complete an evaluation of your credential, and you may miss an important deadline if you delay. Have your evaluation done early so that it will be ready when you need it
- > Your ICES evaluation will last for years. You can use it for employment and education – today and in the future.

If you are seeking employment in a regulated occupation

- > Professional associations need to know whether or not your training has met the educational standards required to practice in British Columbia
- > First, contact the professional association and ask for details of its requirements for credential evaluations.

If you are seeking further education

- > Institutions need to know whether or not your credentials meet their admission or transfer credit requirements
- > First, contact the institution and ask for details of its requirements for international credential evaluations.

If you are seeking general employment

- > Employers need to know whether or not your credentials meet the educational or training requirements of the job for which you have applied. Most employers do not understand credentials from other countries
- > An evaluation report from the International Credential Evaluation Service (ICES) can help an employer understand your credentials
- > Your ICES evaluation report should be attached to your résumé when you apply for a job. This will help an employer understand your education, and may increase your chances of being selected for an interview.

If you are unemployed, can legally work in Canada, and need assistance

- > You may contact your local Human Resources Centre to request assistance
- > The following link will guide you to the Human Resources Centre in your area: [www.hrsdc.gc.ca/en/home.shtml](http://www.hrsdc.gc.ca/en/home.shtml)
- > Should you or your Human Resources Development Canada (HRDC) counsellor have any questions about how ICES may be able to assist in removing barriers created by non-recognition of your educational credentials, please contact ICES directly at 604.432.8800 or email [icesinfo@bcit.ca](mailto:icesinfo@bcit.ca).

## USEFUL WEBSITES

Please visit our website link at:

[bcit.ca/ices/links.shtml](http://bcit.ca/ices/links.shtml)

**APPLICATION FOR CREDENTIAL EVALUATION**

Please go to our website if you want to see a completed copy of this application form: [bcit.ca/ices/application\\_instructions.shtml](http://bcit.ca/ices/application_instructions.shtml)

Have you applied for an ICES evaluation before?	<input type="radio"/> Yes <input type="radio"/> No	If yes, enter your ICES Client Number
Have you ever received an ID number from BCIT before?	<input type="radio"/> Yes <input type="radio"/> No	If yes, enter your BCIT ID Number

**PERSONAL INFORMATION****\*Note all fields are mandatory**

Family Name		Home Telephone	
First and Middle Names		Work Telephone	
Previous Names (Name listed on your educational documents if different from the names above)		Mobile Telephone	
Mailing Address		Fax	
Mailing Address (second line if necessary)		Apartment Buzzer (for courier deliveries)	
City/Town/Village		Email	
Province	Postal Code	Country	Date of Birth (dd/mm/yy) Sex <input type="radio"/> Male <input type="radio"/> Female

**CONSENT TO RELEASE PERSONAL INFORMATION (OPTIONAL)**

Under the laws of British Columbia, you have privacy rights. That means that ICES cannot release any information about your file to anyone other than yourself unless you give us written permission. These measures have been implemented by the Government of British Columbia for your own protection.

Please sign this consent if you wish to give ICES permission to release information to another person (such as your spouse, friend, family member, employer, or organization) who may enquire about your evaluation. I authorize ICES to release my personal information to the person or agency listed below:

Full Name of Enquirer	Enquirer's Relationship to Client
Organization (if applicable)	Client's Signature

## WHY ARE YOU SEEKING AN EVALUATION?

If you were referred to ICES by a specific organization or educational institution, please select that organization from Table 1 on this page. By selecting the appropriate organization from the Table 1, you will indicate which type of report you require and the category of documents that you must submit. For example, if you are applying to Canadian Society of Medical Laboratory Science, you will order a comprehensive report and you will submit Official documents. Please note that organization requirements are subject to change. If you are not applying to a specific organization or educational institution, please skip Table 1 and go to Table 2. Please note not all organizations are listed below, for a comprehensive list please visit the ICES website.

**TABLE 1: USING AN EVALUATION FOR A SPECIFIC ORGANIZATION**

ORGANIZATION	TYPE OF REPORT	DOCUMENTS REQUIRED BY ICES
<input type="radio"/> Association of BC Professional Foresters	Comprehensive	Official
<input type="radio"/> BC Association of Clinical Counsellors	Basic	Original
<input type="radio"/> BC Care Aide and Community Health Work Registry	Comprehensive	Original
<input type="radio"/> BC College of Social Workers	Basic	Official
<input type="radio"/> BC Human Resources Management Association	Basic	Original
<input type="radio"/> BC Hydro	Comprehensive	Original
<input type="radio"/> BC Institute of Agrologists	Basic	Original
<input type="radio"/> BC Institute of Technology (BCIT)	Varies by program, contact BCIT	Original
<input type="radio"/> BC Ministry of Children & Family Development (Child Protection Worker)	Comprehensive + Supplemental	Official + Program Conf. Form*
<input type="radio"/> BC Society of Landscape Architects	Comprehensive	Original
<input type="radio"/> CA School of Business	Basic	Original
<input type="radio"/> Canada Revenue Agency	Basic	Original
<input type="radio"/> Canadian Association of Occupational Therapists	Basic	Official
<input type="radio"/> Canadian Board for Certification of Prosthetists & Orthotists	Comprehensive + Supplemental	Official + Program Conf. Form*
<input type="radio"/> Canadian Forces – Department of National Defence	Basic	Original
<input type="radio"/> Canadian Society for Medical Laboratory Science	Comprehensive	Official
<input type="radio"/> Certified General Accountants of BC	Comprehensive	Official
<input type="radio"/> Certified Management Accountants of BC (Accelerated)	Basic	Original
<input type="radio"/> Certified Management Accountants of BC (Course by Course)	Comprehensive + Supplemental	Official + Program Conf. Form*
<input type="radio"/> Citizenship and Immigration Canada	Basic	Original
<input type="radio"/> College Applied Biology	Basic	Original
<input type="radio"/> College of Dental Surgeons of BC	Basic	Original
<input type="radio"/> College of Denturists of BC	Comprehensive	Official
<input type="radio"/> College of Dietitians' and Nutritionists' of BC	Comprehensive	Official
<input type="radio"/> College of Licensed Practical Nurses of BC	Comprehensive + Supplemental	Official + Program Conf. Form*
<input type="radio"/> College of Massage Therapists of BC	Comprehensive + Supplemental	Official
<input type="radio"/> College of Opticians of BC	Comprehensive	Original
<input type="radio"/> College of Traditional Chinese Medicine	Basic	Original
<input type="radio"/> Dietitians of Canada	Comprehensive	Original
<input type="radio"/> Early Childhood Educator Certification (educated outside Canada)	Comprehensive	Original
<input type="radio"/> Emily Carr University of Art and Design	Comprehensive	Original
<input type="radio"/> Family Justice Services – Attorney General's Office of BC	Basic	Original
<input type="radio"/> Fraser Health Authority	Basic	Original
<input type="radio"/> Gateway College	Comprehensive	Original
<input type="radio"/> National Dental Assisting Examination Board	Comprehensive	Original
<input type="radio"/> National Dental Hygiene Certification Board	Basic	Original
<input type="radio"/> New Westminster Fire and Rescue	Comprehensive	Original
<input type="radio"/> New Westminster Police Service	Basic	Original
<input type="radio"/> Office of the Inspector of Independent Schools of BC	Comprehensive	Official
<input type="radio"/> Providence Health Care	Basic	Original
<input type="radio"/> Real Estate Council of BC	Basic	Original
<input type="radio"/> Royal Canadian Mounted Police	Basic	Original
<input type="radio"/> Simon Fraser University, MBA Program	Basic	Original
<input type="radio"/> Society of Notaries of BC	Comprehensive	Original
<input type="radio"/> Society of Translators and Interpreters of BC	Basic	Original
<input type="radio"/> Sprott-Shaw Community College	Comprehensive	Original
<input type="radio"/> TESL Canada	Basic	Original
<input type="radio"/> Thompson Rivers University – Open Learning (formerly known as BCOU)	Comprehensive	Original
<input type="radio"/> UBC Centre for Intercultural Communication	Basic	Original
<input type="radio"/> University Canada West	Comprehensive	Original
<input type="radio"/> UBC Department of Medicine	Comprehensive + Supplemental	Original
<input type="radio"/> US Customs and Immigration (TN Visa)	Basic	Original
<input type="radio"/> Vancouver Coastal Health Authority	Basic	Original
<input type="radio"/> Vancouver College of Dental Hygiene	Comprehensive + Supplemental	Original
<input type="radio"/> Vancouver Community College – Dental Hygiene Program	Comprehensive + Supplemental	Original
<input type="radio"/> Vancouver Community College – Denturists and Dental Technology	Comprehensive	Original
<input type="radio"/> Vancouver Community College (other than the above dental programs)	Basic	Original
<input type="radio"/> Vancouver Police Department	Basic	Original

\*This organization has special requirements not explained in this booklet. For more information, please go to [bcit.ca/ices/apply/organizations.shtml](http://bcit.ca/ices/apply/organizations.shtml)

**TABLE 2: USING AN EVALUATION FOR GENERAL EMPLOYMENT OR FURTHER EDUCATION**

If you need your report for a specific organization or educational institution not listed above, it is your responsibility to find out the report type that they want to see (basic or comprehensive) and what category of documents they want you to submit to ICES (Original or Official Documents). If you need your report for a specific organization, please indicate below why you are seeking an evaluation.

- General Employment (please specify)                       Further Education (please specify)

**EDUCATIONAL HISTORY AND CREDENTIAL ORDER FORM**

List all the secondary and post-secondary (such as high schools, colleges, institutes, or universities) you have attended. For a comprehensive report any course work completed at two or more institutions and applied (or transferred) toward a credential is considered a separate credential. If you wish to have transfer credit listed on your comprehensive report, please list the appropriate institute as a separate credential. If you do not submit payment for all credentials you indicate 'yes' to, ICES will automatically evaluate the highest-level credential(s) for which we receive payment. Please attach a separate sheet of paper if you require more room to complete this section. Only submit educational documents that are pertinent to the evaluation request. All other documents not related to the credentials being evaluated are not necessary.

**CREDENTIAL 1** – Are you paying ICES to evaluate this credential?  Yes  No

Name of Institution	Institution Address
Dates of Attendance (month & year) From: _____ To: _____	Name of Credential Program (ie. Bachelor of Arts)
Credential Completed <input type="radio"/> Yes <input type="radio"/> No	Name (as it appears on the credential)
Report Type Required (if paying for credential) <input type="radio"/> Basic \$125 <input type="radio"/> Comprehensive \$225	
Documents Included (if paying for credential) <input type="radio"/> Original (documents enclosed with application) <input type="radio"/> Official (documents will be arriving at ICES office directly from my educational institution) <input type="radio"/> Photocopied or incomplete set of documents (by checking this box, my report will include the important authentication note outlined on page 5)	

**CREDENTIAL 2** – Are you paying ICES to evaluate this credential?  Yes  No

Name of Institution	Institution Address
Dates of Attendance (month & year) From: _____ To: _____	Name of Credential Program
Credential Completed <input type="radio"/> Yes <input type="radio"/> No	Name (as it appears on the credential)
Report Type Required (if paying for credential) <input type="radio"/> Basic \$125 <input type="radio"/> Comprehensive \$225	
Documents Included (if paying for credential) <input type="radio"/> Original (documents enclosed with application) <input type="radio"/> Official (documents will be arriving at ICES office directly from my educational institution) <input type="radio"/> Photocopied or incomplete set of documents (by checking this box, my report will include the important authentication note outlined on page 5)	

**CREDENTIAL 3** – Are you paying ICES to evaluate this credential?  Yes  No

Name of Institution	Institution Address
Dates of Attendance (month & year) From: _____ To: _____	Name of Credential Program
Credential Completed <input type="radio"/> Yes <input type="radio"/> No	Name (as it appears on the credential)
Report Type Required (if paying for credential) <input type="radio"/> Basic \$125 <input type="radio"/> Comprehensive \$225	
Documents Included (if paying for credential) <input type="radio"/> Original (documents enclosed with application) <input type="radio"/> Official (documents will be arriving at ICES office directly from my educational institution) <input type="radio"/> Photocopied or incomplete set of documents (by checking this box, my report will include the important authentication note outlined on page 5)	

**TOTAL CREDENTIAL FEE** (example: two credentials on a basic report = \$250)

**TOTAL \$**

# INTERNATIONAL CREDENTIAL EVALUATION SERVICE

<b>SECTION A: TOTAL EVALUATION REPORT FEES</b>		<b>TOTAL \$</b>
The total fee is the number that you calculated at the bottom of the previous page.		
<b>SECTION B: DOCUMENT RETURN ORDER</b>		
<p>How you would like your report and educational documents returned to you after the evaluation report is completed? If you do not choose an option below, we will return them to you by regular mail.</p> <p>Choose one only:</p> <p><input type="radio"/> Regular Mail (no fee)</p> <p><input type="radio"/> Courier (in Canada \$25; outside Canada \$55)</p> <p>Note: Courier deliveries cannot be made to post office box numbers. If your only address is a post office box number, please provide us with a street address or we may have to default to regular mail for the return of your documents and evaluation report.</p> <p>ICES is not responsible for lost or misdirected mail. It is the client's responsibility to keep ICES informed if your contact information or postal address changes (in writing).</p>		
<b>Document Return Fee</b>		<b>Fee \$</b>
<b>SECTION C: SUPPLEMENTAL REPORT ORDER (Only where required by an organization)</b>		
<p>Supplemental Reports are required by a number of organizations that have requested a more detailed evaluation from ICES to meet their needs. Please refer to Page 8 for a list of those who require this report. You can also refer to the evaluation requirement sheet if you require an evaluation for one of these organizations. This is available on our web site: <a href="http://bcit.ca/ices/apply/organizations.shtml">bcit.ca/ices/apply/organizations.shtml</a></p> <p>Supplemental Report Required For:</p>		
<b>Supplemental Report Fee is \$125</b>		<b>Fee \$</b>
<b>SECTION D: WHERE DO YOU WANT YOUR SECOND COPY TO BE SENT?</b>		
<p>All ICES Clients receive two copies of their report. The first copy is always sent to you. The second copy of the report can be sent to whichever institution/organization you choose. Please indicate below. If you leave this section blank, we will send you the second copy.</p>		
Institution/Organization Name)		
Mailing Address		
City, Province/Country	Postal Code	Contact Name
<b>SECTION E: ADDITIONAL COPY ORDER</b>		
Institution/Organization Name		
Mailing Address		
City/Province/Country	Postal Code	Contact Name
<b>Total Number of Additional Copies Ordered</b>	_____ x \$10 =	<b>Fee \$</b>
<b>SECTION F: TOTAL FEES (Fees quoted in Canadian dollars)</b>		
<b>Add fees from Sections A, B, C and E</b>		<b>Total Fees Enclosed \$</b>

## SECTION G: PAYMENT METHOD (payment must be made to: International Credential Evaluation Service/BCIT)

### Payment Method

- Cashier's cheque       Certified cheque       Money order       Visa or MasterCard  
 Personal cheque       Traveler's cheque       Bank draft       American Express

Please do not send us cash if you are submitting your application form by courier or mail. If you wish to pay your fees by credit card, please enter the number and expiry date of your card in the box below:

Card Number	Expiry Date
Cardholder Name (print)	Cardholder's Signature

## TERMS AND CONDITIONS – APPLICANT'S STATEMENT

- I have enclosed an actual sized (not reduced size) photocopy of the front and back of each original document (including translations) submitted with this application form. (Please note, for those individuals who have arranged for official documents, photocopies are not necessary, nor plausible to provide).
- I understand when ICES gives an estimated time of completion, it is calculated from the day the required documents are supplied to ICES. It is not calculated from the day I apply. (See page 5 for details)

### Terms and Conditions

- > ICES will cancel, without refund, any application for evaluation if any submitted documents have been falsified, forged, misrepresented or altered in any way. ICES will also retain all educational documents submitted with evaluation request and will cease providing any further services to the client
- > The evaluations conducted by ICES are advisory only. ICES evaluation reports do not guarantee, replace, or supersede assessments required by professional associations, educational institutions or other organizations
- > Any new educational documents submitted after an evaluation report has been completed will be subject to a re-evaluation fee
- > ICES reserves the right to verify educational credentials with the issuing institution/authority including, but not limited to, sending copies of transcripts to the institution/authority for verification and/or authentication
- > ICES is not responsible for lost or misdirected mail.

### Applicant's Statement

- > I agree that I have read and understand the information in the ICES Information Package. I accept and agree to the terms and conditions stated in it
- > I agree that, to the best of my knowledge, all information provided by me in this application is true, complete and correct
- > I understand that the evaluation report completed by ICES and its partners is advisory and not legally binding on any individual, institution, or agency.

### Freedom of Information and Protection of Privacy

The information collected herein will be used for the purpose of conducting an evaluation of educational credentials and for other purposes consistent with the ICES mandate, including compilation of statistics. Information on altered or falsified documents will be shared with the Association of Universities and Colleges of Canada and with other credential evaluation services in Canada.

By signing this form, I agree to the above Terms and Conditions, and Applicant's Statement.

Signature	Date
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## FINAL CHECKLIST – DID YOU REMEMBER TO DO THE FOLLOWING?

- Complete all information in this application package and enclose payment to the amount listed in Section F, pg. 10.
- Enclose a good, legible photocopy of each original document submitted with this application package (Please keep a copy for your records)
- Sign the Terms and Conditions/Applicant's Statement

## INTERNATIONAL CREDENTIAL EVALUATION SERVICE

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BURNABY, BRITISH COLUMBIA  
CANADA, V5G 3H2

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