



# 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

## Thompson Rivers University, Open Learning Evaluation Requirements

The **Thompson Rivers University, Open Learning** requires the following for all evaluations completed by the International Credential Evaluation Service (ICES).

### 1. Evaluation Report Required

The **Thompson Rivers University, Open Learning** 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>.

### 3. Documents Required by ICES

a) **Official Documents:** The **Thompson Rivers University, Open Learning** 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.

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 **Thompson Rivers University, Open Learning**. 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.

(Continued on page 2)

### 3. 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.

### 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 the **Thompson Rivers University, Open Learning** as long as this is indicated 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 **Thompson Rivers University, Open Learning** to see if they require any additional information from you. They can be reached at:

**Thompson Rivers University, Open Learning**

BC Centre for Open Learning, 4<sup>th</sup> Floor

Box 3010, 900 McGill Road

Kamloops, BC

Telephone: Toll Free: 1 (800) 663-9711

Fax: (250) 852-6405

Website: [www.tr.ca/distance](http://www.tr.ca/distance)

Email: [student@tru.ca](mailto:student@tru.ca)

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