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**APPLICATION FOR AN ECA REPORT  
FOR CANADIAN IMMIGRATION**  
INTERNATIONAL CREDENTIAL EVALUATION SERVICE



JUNE 2020

## IMPORTANT NOTES

### PLEASE DO NOT SUBMIT YOUR ORIGINAL DOCUMENTS

Incomplete provisional credentials will not be accepted. ICES can only complete an ECA for completed credentials that have been awarded.

Applicants with credentials from the People's Republic of China (PRC) will be required to have a **China Academic Degrees and Graduate Education Development Center (CDGDC)** validation sent directly to our offices. For non-university or Benke-level awards you may choose to arrange for credential authenticity reports to be sent directly to ICES by the **China Higher Education Student Information and Career Center (CHESICC)**. Please see the following for more information: [bcit.ca/ices/eca/requirements](http://bcit.ca/ices/eca/requirements).

For current estimated timelines and further information please visit our website at [bcit.ca/ices/eca](http://bcit.ca/ices/eca). Timelines start when all the required documents have been received at ICES.

If you have had a previous General Evaluation (Basic or Comprehensive) from ICES, you may update it to meet the requirements of an ECA. Please select the update option on Page 5.

Two hard copy reports will be provided. The ECA is not issued electronically. You cannot receive it via email due to security reasons.

Please make sure all envelopes, packages and documents are addressed to ICES, not BCIT. ICES is not responsible for lost or misdirected mail.

ICES evaluates only formal, for-credit educational programs of study that are at least one year of full-time study in duration. While they may represent valuable learning, professional licenses, apprenticeships, work or life experience, continuing education, courses taken at non-recognized institutions, and non-credit professional development courses all fall outside the scope of what ICES can evaluate.

**ICES CANNOT COMPLETE AN ECA FOR PARTIALLY COMPLETED CREDENTIALS.**

ICES has been designated by Immigration, Refugees and Citizenship Canada (IRCC) to provide Educational Credential Assessment (ECA) reports for Canadian immigration purposes.

Under the guidelines provided by the Immigration, Refugees and Citizenship Canada (IRCC) ICES will only provide ECA reports for completed academic credentials.

ICES will provide a statement of the general equivalency of international educational credentials to a completed Canadian educational credential.

If you apply as a Physician/Specialist Physician (NOC 3111 or 3112) and intend to pursue licensure you are advised to be assessed by the Medical Council of Canada. Individuals applying as a Pharmacist (NOC 3131) and intending to pursue licensure are advised to have an assessment from the Pharmacy Examining Board of Canada. Please refer to the IRCC website below for more information.

For more information about Canadian immigration and Express Entry, please visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry.html>

- An ECA can give you early feedback on how your credentials compare to those in Canada. This report may also be a benefit when you are looking for a job; however, be mindful that being assessed does not guarantee you will get a job in your field or at a certain level. It is recommended that you learn about the job market outlook for your occupation in the specific region where you plan to settle.
- An ECA also does not mean that your work experience and professional credentials are automatically recognized or will be recognized for licensure in Canada. If you work in a regulated profession, you must still go through the process of getting your license in the province or territory that you plan on settling in. Regulatory authorities determine an applicant's readiness for licensure by assessing and recognizing "qualifications" which may include an assessment of education, experience/competencies and language proficiency in addition to other requirements.
- If you plan to work in an occupation that is regulated in Canada, you should contact the regulatory authority in the province where you plan to live as soon as possible. They can give you information about the process for being licensed, including steps you can take before you leave your home country.

#### CHECKLIST – ICES APPLICATIONS FOR ECA REPORTS REQUIRE THE FOLLOWING:

- Completed, signed ICES ECA application form
- Full payment of fees
- Colour photocopy of a government issued photo identification containing your date of birth [eg. passport or driver's license]
- Colour photocopies of the front and back of each final award [eg. degree, diploma, certificate, etc.]\*
- Colour photocopies of the front and back of each academic record [eg. transcript, marks cards, diploma supplement, etc.]\*
- Photocopies of the literal [not interpretive] certified translations of each of these documents into English or French [ICES will forward any official documents requiring translations to you directly should it be necessary]
- Official academic record sent directly to ICES from all educational institutions that you are requesting an assessment for. Please be sure that the documentation you request is issued by the appropriate awarding body/institute/university and not an affiliated college or school.

**PLEASE DO NOT PROVIDE A PHOTOCOPY OR SCAN OF THE BACK OF A DOCUMENT IF IT IS BLANK.**

# INTERNATIONAL CREDENTIAL EVALUATION SERVICE

APPLICATION FOR CREDENTIAL EVALUATION (ECA)				
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	
Have you ever received an ID number from BCIT before?	<input type="radio"/> ECA for Immigration		<input type="radio"/> ECA for the Agri-Food Immigration Pilot	
PERSONAL INFORMATION			*Note all fields are mandatory	
Legal Last Name			Home Telephone	
Legal First Name		Legal Middle Name	Work Telephone	
Previous Names (Name listed on your educational documents if different from the names above)			Mobile Telephone	
Address			Fax	
Address (second line if necessary)				
City/Town/Village		Email		
Province/State	Postal Code	Country	Date of Birth (dd/mm/yy)	Sex <input type="radio"/> Male <input type="radio"/> Female
CONSENT TO RELEASE PERSONAL INFORMATION (OPTIONAL)				
<p>Under the laws of British Columbia and Canada, 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.</p> <p>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 assessment. I authorize ICES to release my personal information to the person or agency listed below:</p>				
Full Name of Enquirer			Enquirer's Relationship to Client	
Organization (if applicable)			Client's Signature	

**EDUCATIONAL CREDENTIAL ASSESSMENT (ECA)**

List the completed credentials you are paying ICES to assess. You are responsible for arranging for official documentation for all credentials you pay for. If you list more credentials than you pay for ICES will choose the highest credential[s].

**Do not list any incomplete credentials.**

**CREDENTIAL 1**

Name of Institution	Institution Address	Country
Dates of Attendance (month & year) From: _____ To: _____	Name of Credential Program (eg. Bachelor of Arts, Titulo)	
Normal Length of Program (years)	Student Name on Credential	
Did you complete this credential? <input type="radio"/> Yes, year of graduation _____ <input type="radio"/> No [ICES cannot evaluate this credential]		
<input type="radio"/> ECA Regular Service \$200 <input type="radio"/> ECA for the Agri-Food Immigration Pilot \$200 <input type="radio"/> Update \$150 [For previous ICES clients only]		

**CREDENTIAL 2**

Name of Institution	Institution Address	Country
Dates of Attendance (month & year) From: _____ To: _____	Name of Credential Program (eg. Bachelor of Arts, Titulo)	
Normal Length of Program (years)	Student Name on Credential	
Did you complete this credential? <input type="radio"/> Yes, year of graduation _____ <input type="radio"/> No [ICES cannot evaluate this credential]		
<input type="radio"/> ECA Regular Service \$200 <input type="radio"/> ECA for the Agri-Food Immigration Pilot \$200 <input type="radio"/> Update \$150 [For previous ICES clients only]		

**CREDENTIAL 3**

Name of Institution	Institution Address	Country
Dates of Attendance (month & year) From: _____ To: _____	Name of Credential Program (eg. Bachelor of Arts, Titulo)	
Normal Length of Program (years)	Student Name on Credential	
Did you complete this credential? <input type="radio"/> Yes, year of graduation _____ <input type="radio"/> No [ICES cannot evaluate this credential]		
<input type="radio"/> ECA Regular Service \$200 <input type="radio"/> ECA for the Agri-Food Immigration Pilot \$200 <input type="radio"/> Update \$150 [For previous ICES clients only]		

**TOTAL CREDENTIAL FEE**

**TOTAL \$**

# INTERNATIONAL CREDENTIAL EVALUATION SERVICE

<b>SECTION A: TOTAL ECA 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</b>				
Please choose how you would like your ECA report delivered, please choose one only [If you do not choose an option, your ECA will be sent by regular mail].				
<input type="radio"/> Regular Mail [no fee]. [No tracking for regular mail]				
<input type="radio"/> Courier [in Canada \$26; outside Canada \$75] Note: Courier deliveries cannot be made to post office box numbers. If your only address is a post office box, we will default to regular mail for the delivery of your assessment. By choosing this option there is implied consent to share my client ID, phone number and email as part of the mailing process.				
ICES is not responsible for lost or misdirected mail. It is your responsibility to keep ICES informed if your contact information or postal address changes [in writing].				
			<b>Fee \$</b>	
<b>SECTION C: ADDITIONAL COPY ORDER</b>				
Institution/Organization Name				
Mailing Address				
City/Province/Country		Postal Code	Contact Name	
<b>Total Number of Additional Copies Ordered</b>		<b>X \$20 =</b>		<b>Fee \$</b>
<b>SECTION D: TOTAL FEES [Fees quoted in Canadian dollars]</b>				
Add fees from Sections A, B, and C				<b>Total Fees Enclosed \$</b>
<b>SECTION E: HOW DID YOU HEAR ABOUT ICES?</b>				
<input type="checkbox"/> Canadian Information Centre for International Credentials [CICIC]				
<input type="checkbox"/> Government of Canada - Immigration, Refugees and Citizenship Canada [IRCC_]				
<input type="checkbox"/> BCIT				
<input type="checkbox"/> Employer				
<input type="checkbox"/> Government of BC				
<input type="checkbox"/> Immigrant Serving Society				
<input type="checkbox"/> Community Agency				
<input type="checkbox"/> Friend/Family				
<input type="checkbox"/> Alliance of Credential Evaluation Services of Canada [ACESC]				
<input type="checkbox"/> Other [Please Specify]: _____				
<b>SECTION F: PAYMENT METHOD - DO NOT SUBMIT THIS APPLICATION WITHOUT PAYMENT</b>				
[Payment must be in Canadian funds and made to: International Credential Evaluation Service/BCIT]				
<input type="checkbox"/> Bank Draft				
<input type="checkbox"/> Money Order				
<input type="checkbox"/> MasterCard				
<input type="checkbox"/> American Express				
<input type="checkbox"/> Visa				
* debit or cheque cards can only be processed in person				
VISA/MasterCard Number		Expiration Date	AMEX Number	Expiration Date
Cardholder Name [print]			Cardholder's Signature	

**TERMS AND CONDITIONS AND APPLICANT STATEMENT**

- I understand that this Educational Credential Assessment Report will be valid for a period of five years from the date it is issued, as per IRCC's requirement.
- I understand that there are no refunds provided once I apply.
- I agree that ICES may retain my personal non-financial information for ten years from the date of my application, and that it may retain this information indefinitely especially if ICES determines that my documents are not authentic or misrepresented.
- I understand that measures will be taken in the event that my documents are determined to be false, including the nullification of any Educational Credential Assessment Reports already issued and notification to IRCC and other assessment agencies, which will include my name and date of birth.
- I hereby release ICES, its agents, and any person or entity that provides information in accordance with this consent, from any and all actions, claims and demands for damages, loss, expense or injury, howsoever arising, which may hereafter be sustained by me as a result of the provision, collection, use or disclosure of information as set out above.
- I understand that ICES reserves the right to reject my application if it does not meet their requirements, policies or scope of operations.
- 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.
- ICES will cancel, without refund, any application for assessment if any submitted documents have been falsified, forged, misrepresented, or altered in any way. ICES will also retain all official documents sent to our offices.
- The ECA reports conducted by ICES are advisory only. ICES assessments do not guarantee, replace, or supersede those required by professional associations, educational institutions, or other organizations.
- 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.
- ECA reports will not be released until all fees are paid in full.
- 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). ICES does not collect this information on behalf of IRCC. I hereby authorize ICES 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 ICES 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.

**Applicant's Statement**

- I agree that I have read and understand the information in this application. I accept and agree to the terms and conditions stated above.
- 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 ECA report completed by ICES and its partners is advisory and not legally binding on any individual, institution, or agency.
- I understand that my file cannot be completed without ICES first receiving the required official documentation directly from my institution.
- I have enclosed all the required documents. [Copies of my transcript, degree and identification]

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

Signature

Date

# International Credential Evaluation Service

ICES – ECA Applicant  
3700 Willingdon Avenue  
Burnaby, British Columbia  
Canada, V5G 3H2

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

