INTERNATIONAL CREDENTIAL EVALUATION SERVICE
3700 Willingdon Avenue
Burnaby, British Columbia
Canada V5G 3H2
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# Society of Notaries Public of BC

## Evaluation Requirements

The **Society of Notaries Public of BC** requires the following for all evaluations completed by the International Credential Evaluation Service (ICES).

### 1. Evaluation Report Required

The **Society of Notaries Public of BC** requires **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 **$230.00** 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.

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## 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 **Society of Notaries Public of BC** 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 **$20.00** per copy.

## 5. Contact Information

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

**Society of Notaries Public of BC**
1220 – 625 Howe Street
Vancouver, BC
V6C 2T6

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|---|---|
| Telephone: | (604) 681-4516 |
| Fax: | (604) 6818-7258 & Toll Free: 1 (800) 663-0343 |
| Website: | www.notaries.bc.ca |
| Email: | society@notaries.bc.ca |

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