

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



ICES – ECA UPDATED APPLICATION
3700 WILLINGDON AVENUE
BURNABY, BRITISH COLUMBIA
CANADA, V5G 3H2

INTERNATIONAL
CREDENTIAL
EVALUATION SERVICE

bcit.ca/ices



INTERNATIONAL CREDENTIAL EVALUATION SERVICE

APPLICATION FOR UPDATING AN EXISTING ICES REPORT

If your original report was not based on official documents please note that official academic records must be sent for each credential you wish to have assessed.

All reports include:

- > Two Assessment Reports
- > Electronic access to report for verification by Citizenship and Immigration Canada (CIC).

Existing ICES Client Number **A00**

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)		Apartment Buzzer (for courier deliveries)	
City/Town/Village		Email	
Province/State	Postal Code	Country	Date of Birth (dd/mm/yy) Sex <input type="radio"/> Male <input type="radio"/> Female

CREDENTIALS TO BE UPDATED TO ECA

Name of Institution	Name of Credential	Date of Award
<input type="radio"/> ECA Update \$150 <input type="radio"/> ECA RUSH Update \$300 (see website for more information)		
Name of Institution	Name of Credential	Date of Award
<input type="radio"/> ECA Update \$150 <input type="radio"/> ECA RUSH Update \$300 (see website for more information)		
Name of Institution	Name of Credential	Date of Award
<input type="radio"/> ECA Update \$150 <input type="radio"/> ECA RUSH Update \$300 (see website for more information)		
Total ECA Upgrade Fee		TOTAL \$

INTERNATIONAL CREDENTIAL EVALUATION SERVICE

SECTION A: TOTAL ECA REPORT FEES			TOTAL \$	
The total fee is the number that you calculated at the bottom of the previous page.				
SECTION B: DOCUMENT RETURN ORDER				
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) <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 number, please provide us with a street address or we will default to regular mail for the return of your assessment.				
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).				
				Fee \$
SECTION C: ADDITIONAL COPY ORDER				
Institution/Organization Name				
Mailing Address				
City/Province/Country		Postal Code	Contact Name	
Total Number of Additional Copies Ordered		X \$20 =		Fee \$
SECTION D: TOTAL FEES (Fees quoted in Canadian dollars)				
Add fees from Sections A, B and C				Total Fees Enclosed \$
SECTION E: HOW DID YOU HEAR ABOUT ICES?				
<input type="checkbox"/> Canadian Information Centre for International Credentials (CICIC) <input type="checkbox"/> Employer <input type="checkbox"/> Friend/Family <input type="checkbox"/> Government of Canada – Citizenship and Immigration (CIC) <input type="checkbox"/> Government of BC <input type="checkbox"/> Alliance of Credential Evaluation Services of Canada (ACESC) <input type="checkbox"/> BCIT <input type="checkbox"/> Immigrant Serving Society <input type="checkbox"/> Other (Please Specify): _____ <input type="checkbox"/> Community Agency				
SECTION F: PAYMENT METHOD (Payment must be in Canadian funds and made to: International Credential Evaluation Service/BCIT)				
<input type="checkbox"/> Bank Draft <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Money Order <input type="checkbox"/> American Express * debit or cheque cards can only be processed in person				
VISA or MasterCard Number		Expiration Date	AMEX Number	Expiration Date
Cardholder Name (print)			Cardholder's Signature	

Please do not send cash if you are submitting your application form by courier or mail. Do not include credit card information if you are sending your application via email. Separate instructions will be provided here: bcit/ices/eca/servicefees.

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 CIC's requirement.
- I agree that ICES may retain my personal non-financial information for 10 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.
- 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 CIC 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 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 Citizenship and Immigration Canada (CIC). ICES does not collect this information on behalf of CIC. I hereby authorize ICES to share my personal information, Educational Credential Assessment Report and enclosed documents with CIC for the purpose of applying for Canadian immigration under the Immigration and Refugee Protection Act. I understand that the information shared by ICES with CIC 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 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 included a colour photocopy of government issued photo identification containing my date of birth (eg. passport, driver's license)

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

Signature

Date

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

T 1.866.434.9197
F 604.435.7033
E icesinfo@bcit.ca
bcit.ca/ices

