



OFFICIAL RECORDS REQUEST FORM INSTRUCTIONS

INSTRUCTIONS FOR THE APPLICANT

Please use the following procedure to have your official academic records forwarded to ICAS:

- Print a copy of this package for each qualification, from each institution
- Complete the top portion titled "Applicant to Complete This Section" of each form
- Submit the form (including this instructions page) to the institution. (It is your responsibility to satisfy any additional procedures and/or fees required by the institution for this service.)
- Complete and submit to ICAS the "Document Submission Form" (included in the confirmation e-mail you receive from ICAS) indicating the records that will be sent directly to ICAS by your institution(s). Submit photocopies of your documents to ICAS including the graduation diploma(s), transcript/statements of marks and translations if applicable. (ICAS' processing time begins when all required documents are received in our office including all records on the Document Submission Form.)
- If the documents issued to ICAS by your institution are not in English or French, ICAS will contact you so that you can arrange for an accurate word-for-word translation of each document. Photocopies of translations are acceptable. Original translations are not returned.

INSTRUCTIONS FOR THE INSTITUTION

A former student of your institution has applied to ICAS (International Credential Assessment Service of Canada) for an assessment of his/her education for use in Canada. To provide the requested assessment, ICAS requires an official academic record (Transcript, Statement of Marks, *Indeks*, Diploma Supplement) and if applicable, confirmation of graduation and the qualification awarded.

The applicant has submitted to you the attached "Official Records Request" form to authorize release of the records directly to ICAS. Please complete the bottom portion of the form and forward it with official academic records in a sealed envelope directly to ICAS at the following address:

**International Credential Assessment Service of Canada
100 Stone Road West, Suite 102
Guelph Ontario
Canada N1G 5L3**

Please contact the applicant if you require further information or there is a fee to provide this service.

Thank you in advance for taking the time to complete the form and for forwarding the documents to ICAS of Canada.



OFFICIAL RECORDS REQUEST

APPLICANT TO COMPLETE THIS SECTION

ICAS File Number (required):	Date of Birth: (yyyy/mm/dd)
Last/Family Name:	Given Name(s):
Previous Name(s):	E-mail address:
Institution/School Name:	Title of Program Studied:
Dates of Attendance: From: (yyyy/mm) To: (yyyy/mm)	Student Reference Number or ID:
I authorize the release of my educational record and related information to ICAS International Credential Assessment Service of Canada.	
Applicant's Signature:	Date:

INSTITUTION TO COMPLETE THIS SECTION

Name of Student:	Date of Birth on Record: (yyyy/mm/dd)
Title of Program:	Program Completed: YES NO (Please Circle)
Dates of Attendance: From: (yyyy/mm) To: (yyyy/mm)	Date of Graduation (if applicable): (yyyy/mm/dd)
Qualification Awarded (if applicable): (Original Language - Do not translate)	
Program Admission Requirements: (Original Language - Do not translate)	Standard Duration of Program:
Mode of Study: Full-time Part-time Distance Education Other (Please Circle)	Language(s) of Instruction:

This form was completed by:

Name and Position of Official:	E-mail Address:
Name of Institution:	Website Address:

Institution Address:

I have enclosed the applicant's academic record/transcript/statement of marks. I confirm that the above information and enclosed official documents accurately reflect the official institution records.

(Please Place Official School Seal Here)

Official's Signature:

Date:

RETURN THIS FORM AND REQUESTED DOCUMENTS IN A SEALED ENVELOPE DIRECTLY TO ICAS of Canada:



**International Credential Assessment Service of Canada
100 Stone Road West, Suite 102
Guelph Ontario Canada N1G 5L3**