

The International Qualifications Assessment Service (IQAS) assesses international educational documents and compares them to educational credentials in Canada.

PLEASE COMPLETE STEPS 1-8, PRINT OUT AND SIGN

The personal information collected on this form is collected under section 8(2) of the Government Organization Act and section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act). This information is necessary and directly related to our mandate to assess your educational documents and qualifications. The personal information we collect will be used only for assessment purposes. If you have questions about the collection of this information, you may contact the Director, International Qualifications Assessment Services (IQAS).

Step 1 Personal Information

Last or Family name:

First name:	Middle name(s):
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Names that appear on documents (if different from above – please attach proof of name change, i.e. marriage certificate):

Last or Family name:

First name:	Middle name(s):
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Mailing address:

Apt. No. Street/Ave:

City:	Province / State:
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Postal / Zip code:	Country:
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Telephone (Home):	Telephone (Work):
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E-mail address:	Additional e-mail address:
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Birthdate (yyyy/mm/dd)	Country of Birth:
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Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Country of Education Outside Canada (most recent):
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How did you learn about our service? (check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> educational institution | <input type="checkbox"/> employer | <input type="checkbox"/> government office |
| <input type="checkbox"/> community/immigrant organization | <input type="checkbox"/> professional association | <input type="checkbox"/> internet/website |
| <input type="checkbox"/> friend/relative | | |

Have you applied to IQAS for an assessment before?

No Yes - File Number: _____

You must include your past file number with your application. If you do not know your file number, please phone IQAS at 1-780-427-2655.

Is this application a referral from an Alberta Career and Employment Counselor?

No Yes

Step 2 Educational History

List all schools, colleges, institutes and universities attended, starting with the most recent:

Name of Institution:	Country:	
Language of Instruction:	From (yyyy/mm):	To (yyyy/mm):
Name of Certificate/Diploma/Degree:		

Name of Institution:	Country:	
Language of Instruction:	From (yyyy/mm):	To (yyyy/mm):
Name of Certificate/Diploma/Degree:		

Name of Institution:	Country:	
Language of Instruction:	From (yyyy/mm):	To (yyyy/mm):
Name of Certificate/Diploma/Degree:		

Please indicate if there have been any name changes to the institutions you have attended:



Step 3 Reason for Assessment

Reason(s) for seeking an assessment (check all that apply).

- To support my application for immigration
- Seeking general employment Organization: _____
- Planning further studies/education Organization: _____ Program: _____
- Other organization Organization: _____

Step 4 Release of Assessment Results to other Institutions/Organizations

Do you require an additional original assessment certificate sent directly to an institution/organization?

- No Yes

Organization/Institution name:

Program name (if applicable):

Organization/Institution name:

Program name (if applicable):

Organization/Institution name:

Program name (if applicable):

Step 5 Payment Calculation

Please refer to the IQAS Application tutorial located at <http://work.alberta.ca/immigration/tutorials.html> to select the appropriate type of assessment.

ASSESSMENT TYPE

[Basic Assessment - \\$100](#)

Useful for individuals seeking general employment. Used by many professional regulatory organizations, educational institutions and employers.

[Educational Institution Assessment - \\$100](#)

Provides an evaluation for admission into many post-secondary educational institutions in Alberta, Saskatchewan and the Northwest Territories.

[Specialized Assessment - \\$200](#)

Only used by specific educational institutions or professional regulatory organizations. Please see website for a list of institutions.

How many additional degrees/credentials need to be assessed?
(\$75 for each additional degree/credential)

Qty. x \$75

COURIER FEE FOR RETURNING DOCUMENTS

Please note, IQAS is NOT responsible for any documents that are lost in the mail.

In Canada \$10 (for documents returned to an address in Canada)

Outside Canada \$45 (for documents returned to an address outside Canada)

ADDITIONAL ORIGINAL CERTIFICATE(S)

Certificate(s) will be sent directly to institution/organization(s)
listed in step 4

Qty. x \$15

Additional Certificate(s) to be sent directly to the client

Qty. x \$15

TOTAL

Step 8 Application Checklist

If any of the following required documents are missing, your application will be returned.

I have enclosed the following items:

- IQAS Application Form completed and signed
- Payment of fees (cheque enclosed or credit card number in step 7)
- Original/certified copies of:
 - Secondary school:
 - diploma
 - transcripts/mark sheets/grade reports
 - Post Secondary:
 - diploma(s)/degree(s)
 - transcripts/mark sheets/grade reports
- Translations of all documents if they are not in English or French
- One photocopy of each educational document
- Proof of name change – if your current name is different from the name on your educational documents (i.e. photocopy of marriage certificate or immigration document).
- If applying for a Specialized Assessment – include documents which show credits/hours of study

IQAS IS A MAIL-IN SERVICE ONLY

PLEASE MAIL YOUR COMPLETE APPLICATION VIA COURIER OR REGISTERED MAIL TO THE ADDRESS BELOW.

**International Qualifications Assessment Service (IQAS)
9th Floor, 108 Street Building, 9942-108 Street
Edmonton, Alberta, Canada T5K 2J5**

For more information on IQAS please visit our website or call our office.

<http://work.alberta.ca/iqas>

Individuals calling IQAS from:

Edmonton phone: 780-427-2655

Alberta, but outside Edmonton phone:

310-0000 and ask for 427-2655

Saskatchewan phone: 1-800-999-3965

Northwest Territories phone: 1-866-692-7057

Canada and overseas phone: 1-780-427-2655

Alberta Service Centers

IQAS applications and other related services are available to clients across the province of Alberta through any Alberta Service Center. For the location nearest you, please visit <http://employment.alberta.ca/awoffices>.