

Transcript Assessment Request Form



Complete and submit this form if you are applying for transfer credits or course exemptions.

Please note that you will NOT receive a copy of this assessment; the results are for the use of St. Lawrence College only in considering your application. Please complete and deliver this form AND provide **original or certified copies** of your school records, **along with an English translation**, to:

Credit Transfer Advisor

Welcome Centre
St. Lawrence College
100 Portsmouth Avenue
Kingston, ON K7L 5A6
CANADA

Name:

Student Number/OCAS

Number: _____

PAYMENT

\$120

There is a CAD \$120.00 fee for the Comprehensive Post-Secondary Assessment which can be paid in Cash/Debit (In Person) directly to St. Lawrence College. Other fee payment methods are also possible, please visit: <https://stlawrencecollege.ca/pay-for-college/fees/tuition-and-fees-faq/>

All payments are in Canadian Currency.

Please read and check boxes and sign below:

I have enclosed original or certified copies of my school records along with an English Translation and understand that these documents will not be returned to me.

I understand I will NOT be provided with a copy of the ICAS assessment at any point throughout the credit exemption/transfer process.

Student Signature:

EDUCATED OUTSIDE CANADA?

Eligible for Transfer Credit or Course Exemptions?

Transfer credits or course exemptions may be awarded to a student based on prior education and in recognition that the course requirement is waived through academic assessment and testing or assessment on prior academic achievements. If you wish to be considered for some transfer credits or course exemptions you will need an assessment of all your international school records including transcripts, diplomas, degrees, etc. to provide us with the Canadian Equivalency.

You can obtain this assessment yourself through these two options:

- Provide the College with an assessment from ICAS – International Credential Assessment Service of Canada. You will require, at a minimum, the Secondary School Comprehensive assessment which provides details of your secondary school grades and courses. The fee for this assessment is CAD\$130.00. The fee for a Postsecondary Comprehensive Report is \$200.
- Provide the College with a post-secondary assessment from WES – World Education Services. The fee for this assessment is CAD\$210.00-245.00 (depending on your package choice). Please see www.wes.org/ca for further information on how to order an assessment.

*In each case *you will receive a copy* of the assessment but each method takes several weeks/months to complete.

We can help you

We can help facilitate the academic assessment through ICAS on your behalf if you supply us with your documents, which we will scan and return to you. You will need to pay the CAD\$120.00 fee to St. Lawrence College for this assessment, which can be paid by cash, debit or credit card in person. Other fee payment methods are also possible, please visit: <https://stlawrencecollege.ca/pay-for-college/fees/tuition-and-fees-faq/>. All payments are in Canadian funds.

You need to complete

- Transcript Assessment Request form – attached

You need to bring in

- Original documents as per the ICAS Canada website.
- English translations as per the ICAS Website.

ICAS requires specific documents from each country - please check their website to ensure you have the documents required. www.icascanada.ca

- Select English or French
- Select Applying to a College in Ontario
- Select Required Documents (on the right)
- Select your country.

Has your name changed since your documents were issued?

If your name has changed since the documents were issued, please also provide:

- original, official change of name documents
- English translation if applicable

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