

International Qualifications Assessment Service

(IQAS)

Request of Academic Records

This document is used to request the release of your academic records by an academic institution. Complete *Section A* and submit the form to the registrar or other authorized official at the institution where you received your credential(s) and request that they complete *Section B*.

Section A (for IQAS Applicant to Complete)

***Last Name** is mandatory. If only one name, enter **Last Name** field only

| | | |
|--|---|---|
| *Last/Family Name - Required | First Name | IQAS File Number (six-digits - Required) |
| Date of Birth - Required (MM/DD/YYYY) | Previous Last/Family Name (if applicable) | Previous First Name (if applicable) |
| Institution Name | Country | Mode of Study (Full-time / Part-time / Distance Learning) |
| Student ID at the Institution | Degree Name | Year Awarded (YYYY) |
| I hereby authorize the release of my academic records to the International Qualification Assessment Service (IQAS) | | |
| Applicant's Signature | | Date (MM/DD/YYYY) |

Section B (for Authorized Institution Official to Complete)

The person named above requests that the academic records be released to the International Qualifications Assessment Service (IQAS). The released records should show all subjects completed and all grades/marks awarded for all years of study.

Please complete this section of the form and release the academic record(s) in one of the following methods:

- Email to lbr.iqas@gov.ab.ca
Authorized digital service (specify service): _____

OR

- Mail (by post) in a sealed and stamped envelope to:
International Qualifications Assessment Service (IQAS)
C/O Service Alberta Mailroom – Commerce Place
10155 - 102 Street
Edmonton, Alberta, Canada T5J 4G8

| | | |
|--|----------------------------------|------|
| I confirm that the student named above attended: | | |
| Institution Name | Degree Name and Date Awarded | |
| First and Last Name of Official Completing the form (Please Print) | Title of Official (Please Print) | |
| Email | Telephone | |
| Authorized Signature | Seal | Date |

Visit alberta.ca/IQAS for more information

©2021 Government of Alberta | January 26, 2022 | Labour and Immigration

