

## Procedures For Evaluating Credentials & Previous Course Work

### Application for Evaluation

Upon request for evaluation of credentials and previous course work, an application kit is sent to the applicant.

The application form requires details of academic background supported by documents in English. If they are in another language they will need to be translated by a certified translator. Please contact the office for further details as required. All information on this form is collected in accordance with the Freedom of Information & Protection Act.

(Evidence of written and spoken English may be required with international applications)

### Documents Required:

- a) Application Form for Evaluation of Credentials & Previous Course Work.
- b) Official university/school transcript(s), including a record of courses and grades obtained.
- c) Copies of certificates or diplomas obtained.
- d) Course descriptions (from university syllabus or other official document), as well as descriptions of courses or experience necessary to meet admission requirements.
- e) Verification form (to be signed and sealed by Dean or Director of School/Faculty at the applicable academic institution).

A fee of \$140.00 (Canadian Funds) is payable with the complete assessment form and documentation. This fee covers the professional assessment process and associated administrative costs as well as the general application fee. Please also enclose the general VBCI Application Form and references to complete your application.

Please send the above documentation and fee to the VBCI office in one envelope. Transcripts may be forwarded directly to Victory Bible College, Box 65077 North Hill PO, Calgary, AB, T2N 4T6, from your previous educational institution. Incomplete dossiers will be returned.

### Evaluation Process:

Upon receipt of completed application form, documentation and fee, the evaluation process begins.

- a) Documentation will first be checked to ensure that it is complete. If required documents are missing, the applicant will be contacted.
- b) Once all documentation is complete, documents will be reviewed and compared to the counselling degree program offered by the school. Applicant may be contacted to provide further information.
- c) Applicant will receive an official evaluation document.



**Academic Background (most recent first):**

Credential Obtained	Institution	Country	Date	
			From	To

**Application Fee:**

A fee of \$140.00 (Canadian Funds) is payable with the complete application form and documentation. This also covers the general application fee, so please ensure the VBCI Application Form is included with this assessment application.

**Note:** Verification form must be signed and sealed by the Dean or their official designate at the applicable institution.

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Applicant Signature)



# Victory Bible Colleges International

Box 65077 North Hill P.O. Calgary, AB. T2N 4T6  
Phone: (403) 286-8337 Fax: (403) 286-8335

Email: info@vbci.org  
Website: www.vbci.org

## VERIFICATION FORM THEOLOGY DEGREE PROGRAM

### Personal Information

\*\*\*Please make as many copies of this form as needed to complete your application\*\*\*

Mr.  Mrs.  Miss \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Mailing Address: \_\_\_\_\_  
(Street/P.O. Box)

City/Town: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

FAX: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

The above named person has applied to Victory Bible College International to have their training/previous education evaluated. All information on this form is collected in accordance with the Freedom of Information and Protection Act.

### Please complete the following verification data:

This is to certify that the above named applicant has successfully completed; and was:

(a) Granted a graduate degree - title: \_\_\_\_\_

Date Degree Received: \_\_\_\_\_ Yes \_\_\_\_\_ No: \_\_\_\_\_

(b) Granted an undergraduate degree - title: \_\_\_\_\_

Date Degree Received: \_\_\_\_\_ Yes \_\_\_\_\_ No: \_\_\_\_\_

(c) Granted an undergraduate degree or certificate - title: \_\_\_\_\_

Date Degree Received: \_\_\_\_\_ Yes \_\_\_\_\_ No: \_\_\_\_\_



Name/Position: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Dean or their designate)

Educational Inst: \_\_\_\_\_  
(School/Faculty)

Date: \_\_\_\_\_