



ICQ

International Certification of Quality Department
American International Academy

Individual Excellence Certification Application

Personal Request from the Beneficiary
(ICQ-Form-EX-IECP-26021)

We will forward the application to our consultant and get back to you soon.
You can complete the application in English or your own language.
(يمكنك تعبئة الطلب بالإنجليزية أو بلغتك الخاصة)

Date	
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1 Applicant Information			
Full Name in English			
الإسم بالعربية *			
Nationality		ID No.	
Country		City	
Sex	Male	Female	Birth Date
Professional Title			
Current workplace (if employee)			
Email		Contact No.	
* Only if the applicant is of Arab nationality.			

2 Required Certificate		
1. Employee Excellence Certificate (for employees)	No. 1	No. 2
2. Professional Excellence Certificate (non-employee)		

3 Experience and Self-Evaluation	
First: Professional Experience Summary	
Number of Years of Experience in the Registered Profession	
Key Clients Worked With	
Key Tasks or Projects Completed	



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Second: Self-Assessment of Indicators (from 1 to 5)			
(Where no. 1 is the highest rated)			
Indicator	Rating [1–5]		
1. Quality of professional output	Rate		
Brief comments:			
2. Punctuality and adherence to agreements – Self-assessment	Rate		
Brief comments:			
3. Communication and professionalism – Self-assessment	Rate		
Brief comments:			
4. Initiative and innovation	Rate		
Brief comments:			
5. Satisfaction of clients or previous employers	Rate		
Brief comments:			
Third: Professional References (if any)			
Reference 1			
Name			
Workplace			
Email		Contact No.	
Reference 2			
Name			
Workplace			
Email		Contact No.	
Fourth: Recommendation Letters			
Two official letters of recommendation are required from two of the workplaces you have recently worked with, recommending that you be awarded a certificate of excellence, mentioning the type of work you have done and the reasons for the recommendation. Please write the details of the two entities that issued my letters of recommendation as shown in the table below.			
Workplace 1			
Name			
Contact Person		Country	
Email		Contact No.	



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Workplace 2			
Name			
Contact Person		Country	
Email		Contact No.	

4	Applicant Declaration
I declare that all information provided is true and I consent to ICQ verifying it as needed.	
Name	
Signature *	
Date	
* To sign electronically, please enter your name only.	

Email	Submitting the Application and Documents
<ol style="list-style-type: none"> Please send us the application with the required documents by email (admin@icqd.net). We will review it and respond as soon as possible, informing you of the level of excellence, we have approved. Please attach a recent photo of yourself with any documents you deem necessary for an accurate evaluation. Please note that our consultant may ask for additional documents if necessary. Note: If the folder size is too large, your email may not be able to accept and send it. In this case, split the folders or files into two or more parts and send each part in a separate email. The standard email size limit is 25 MB. 	
<p>Required Documents:</p> <ol style="list-style-type: none"> This application. A copy of your passport or ID. A personal photograph. The two letters of recommendation mentioned in item 3/Fourth. Documents demonstrating your experience or expertise in your field. 	

Official Use Only	
Approval	
Consultant	
Certification No.	
Signature and stamp	