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APPLICATION FOR EVALUATION – PLEASE READ ALL INSTRUCTIONS

Please read all instructions on the second page of this form and provide all information in legible form and check the appropriate lines.

Application must be submitted by mail. All completed evaluations are sent by regular U.S Mail, unless otherwise requested.

Processing time is 7-10 working (business) days from receipt of all required documents and fees. More time may be required if special research is necessary.

Table with 3 columns: PURPOSE (REQUIRED), BASIC SERVICE FEES (REQUIRED), and OPTIONAL SERVICES (Add to basic fees). Includes rows for Further Education, Employment, Immigration, Professional Certification/Licensing, and Other, along with various fee options like Document-by-Document, Course & Credit, and mailing options like 3-Day Rush, Certified Mail, etc.

Total Amount Enclosed (add all items checked above) \$

Fees are payable to Evaluation Service, Inc. by money order or cashier's check in U.S. dollars only. NO PERSONAL CHECK ACCEPTED

1. Applicant's Name: (Last/ Family Name), (First Name), (Unmarried or Previous Last /Family Name)

2. Date of Birth: (Month/Day/Year) Male: Female: Country of Birth: Citizen of:

3. Applicant Information (required): (Street Address)

(City, State, Zip Code / Country, Postal Code)

Telephone: Fax: e-mail address:

4. Address where report is to be mailed (if different from the address above) and / or address for Extra Copy (see above for fees):

FAX report #: (see above for fees) E-Mail address (see above for fees):

5. Have you ever submitted an application to Evaluation Service, Inc.? Yes No If yes, reference # /date:

6. Please list all educational institutions attended: (application will not be processed if information below is not provided)

Table with 5 columns: Name of Institution, Country, Dates of Attendance (From To), Name of Degree/ Diploma/Certificate, and Year of Graduation. Includes rows a), b), and c).

7. Who referred you to Evaluation Service, Inc.?

Acknowledgment (please read and check):

- I certify that the information provided in this application is correct.
I certify that I have familiarized myself with the terms and conditions on the reverse page/second page of this application form.
I understand that the report expresses a judgment which is not binding upon any party using it.
Evaluation Service, Inc. is released from any liability resulting from the use of the report.
I have read the terms and conditions on the reverse side of this application (please initial).

Please note: This application creates a contract between Evaluation Service, Inc. and the person who has signed the application.

(Signature)

(Date)

Return the completed application to Evaluation Service, Inc. with: (please read and check)

- Official copies of all original language academic records.
Official English language translations, if applicable.
Cashier's Check or Money Order in US Dollars, payable to Evaluation Service Inc. NO PERSONAL CHECKS ACCEPTED
Evaluation requests from outside the US must be accompanied by an international money order or a check drawn on a US bank.

See reverse side / next page for terms and conditions.

GENERAL INFORMATION

Evaluation Service, Inc. evaluates foreign academic records ONLY. All service is conducted by mail only. (See Misc. 2.h. below)

1. DOCUMENT-BY-DOCUMENT Report

This report identifies & describes each academic document and provides an equivalent for each document. Suggested for:

- **Employment**
- **Immigration**
- **Further education where a breakdown of courses, credits and grades are not required.**

Documents required for Document-by-Document Report:

Application must be accompanied by official copies of all degrees / diplomas / certificates. If documents are not in English, certified English translations must be attached. **A complete transcript / record of study / mark sheets, must be submitted if a grade average is required.**

2. COURSE & CREDIT Report / with Grade Point Average

This report contains the same information as the Document-by-Document report and also lists all post-secondary course credits and grades in terms of U.S. equivalents. Suggested for:

- **Further Education (transfer credit)**
- **Professional Certification/Licensing**

Documents required for Course and Credit Report:

Application must be accompanied by official copies of all degrees/diplomas/certificates together with complete transcripts/record of study/mark sheets for all courses studied. This must include hours of study/units/credits, grades/marks/examination results, issued in the original language. After a preliminary review of the records, a syllabus/program description may be requested from the applicant that provides hours/units/credits. If documents are not in English, certified translations must be attached. Please call or email with country-specific documentation questions.

3. MISCELLANEOUS

a. Credentials: Legible, official copies of all original language documents must be submitted with certified English translations. If original documents are necessary, they will be requested. ESI reserves the right to request documents directly from the issuing institution and/or the applicant.

b. Translations: Photocopies of original language documents, from which certified translations have been made, must be attached. Non-English speaking countries whose institutions issue records directly in English, must submit English records.

c. Document Request: In case of insufficient information or incomplete documentation, a REQUEST FOR ADDITIONAL DOCUMENTATION WILL BE ISSUED. An Evaluation Report will be issued only after all materials have been submitted. Failure to respond within twelve months will result in the termination of the application and forfeiture of all fees. There will be no refund of any fees paid. A new application will need to be submitted thereafter.

d. Evaluation Service, Inc. reserves the right to request and review original documents for verification purposes and/or request that documents be sent directly to our office from the issuing institution.

e. Photocopies of all documents become the property of Evaluation Service, Inc.

f. Evaluation Service, Inc. does not return or release any official academic documentation sent directly to us by the issuing institution. Academic credentials sent directly to us by the issuing institutions become the property of Evaluation Service, Inc.

g. Evaluation Service, Inc. cannot be held accountable and accepts no liability for loss or damage to documents sent to us. Although every effort is made to protect your documents from loss or damage, we suggest that you send valuable or irreplaceable documents via a reputable courier service and request and pay for courier service for their return.

TERMS AND CONDITIONS

1. FEES (Applications will not be reviewed without proper payment)

a. Document-by-Document (\$75.00). Processing time is 7-10 working (business) days from receipt of all required documents and fees. More time may be required if special research is necessary.

b. Course & Credit w/GPA (\$160.00). Processing time same as document-by-document.

c. Three-day Rush (\$65.00 added to basic fee). Processing time is three working (business) days from receipt of all required documents and fees.

d. 24-Hours (\$125.00 added to basic fee). Processing time is 24 hours from receipt of all required documents and fees. Report will be e-mailed or faxed upon completion with hard copy to follow by express mail, (within the continental United States). Please call (847) 477-8569 for further information.

[Please Note, This service is not available for Course & Credit report requests]

e. Extra Copies (\$25.00 each). Additional copies or copies to be forwarded to third parties. **After the initial report has been prepared and mailed, extra copies are \$30.00. (see EXTRA COPY Application Form)**

f. Refunds: Only in case of overpayment. Fees are not refunded once an application is submitted. This also applies to cancelled evaluation request.

g. Fees subject to change without notice.

PROCESSING TIME DOES NOT INCLUDE HOLIDAYS, WEEKENDS OR MAIL TIME.

2. MISCELLANEOUS

a. Applicants are advised to check with the agency or institution to which the report is to be submitted to assure that the report from Evaluation Service, Inc. will be accepted.

b. Reports are based on the strength of the documents presented. Re-evaluation of documents not submitted with the initial application are considered new evaluations. A change of report from a Document-by-Document to a Course & Credit report is \$100.00 if request within 12 months of the original report.

c. Reports are based on current information and available resources. Evaluation Service, Inc. may reassess equivalencies as new information becomes available. Incomplete (or incorrect) information or missing documentation (and/or fees) will result in a delay in the processing of the application.

d. A Document-by-Document report will be prepared if it has been determined that no post-secondary education was completed.

e. Evaluation Service, Inc. reserves the right to contact the issuing institution for document verification.

f. When Evaluation Service, Inc. determines that a document has been forged or altered, an evaluation report will not be prepared. Report recipients indicated through the application process will be informed. No refund will be issued.

g. Evaluation Service, Inc. reserves the right **NOT** to accept an application for processing and evaluation.

h. All transactions are conducted by mail. Completed evaluation reports are sent by regular mail, unless otherwise specified (see front of application).

i. Copies of evaluation reports and credentials are archived by Evaluation Service, Inc. for three years.