



# Education Evaluators International, Inc.

3000 Marcus Ave, #1E6 • Lake Success, NY 11042 • www.educei.com •  
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TEL( 401) 521-5340  
FAX (718) 425-9929

WITH THIS FORM YOU MUST SUBMIT CLEAR AND LEGIBLE PHOTOCOPIES OF ALL EDUCATIONAL DOCUMENTS. THESE WILL NOT BE RETURNED. DOCUMENTS NOT IN ENGLISH MUST BE ACCOMPANIED BY CERTIFIED, LITERAL, WORD-FOR-WORD TRANSLATIONS. IF YOU DO NOT HAVE A CERTIFIED TRANSLATION, EEI HAS A CERTIFIED TRANSLATION DEPARTMENT THAT CAN PROVIDE TRANSLATIONS OF YOUR EDUCATIONAL DOCUMENTS. ENCLOSE PAYMENT IN THE FORM OF U. S. OR INTERNATIONAL MONEY ORDER, CASHIER'S CHECK, OR CREDIT CARD (INDICATE CREDIT CARD INFORMATION BELOW). EEI DOES NOT ACCEPT PERSONAL CHECKS. **INCLUDE ANY SPECIAL NEEDS ON A SEPARATE PIECE OF PAPER.**

## APPLICATION FOR EVALUATION OF FOREIGN CREDENTIALS

**CANDIDATE DETAILS** You can type into this form on your computer using Adobe Reader. Hover over fields for helpful tips.

				M	F
Last or Family Name	First or Given Name	Middle Name	Maiden Name	Gender	
Phone Number	Email Address	Date of Birth (MM/DD/YY)	Country of Birth		

**MAILING ADDRESS FOR EVALUATION:** Unless additional copies are ordered, applicants are entitled to an electronic copy of their evaluation and 1 hard copy. Please list the address that you would like your hard copy to be mailed.

Name	Address 1	Address 2	City, State, ZIP
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**SERVICES AND FEES:** Please select services that you'd like to request. Turnaround time is in working days from the date of receipt.

Have you previously sent us documents for evaluation? If yes, please include your old file number in the notes field.			
No	Yes	Notes:	

Service	Fee	Add-On Services	Fee
General Statement	\$75	3-Day Rush Service	\$50 (Additional Fee)
Course-by-Course	\$150	1-Day Rush Service	\$100 (Additional Fee)
Course-by-Course w. GPA Conversion	\$200	Return by overnight mail	\$25 (Additional Fee)
Additional Hard Copy of Report	\$25	<b>Total Fee:</b> (if paying by credit card, Add \$5 processing fee)	
Certified Translation Service	Email us scan of documents for quote		

**PAYMENT DETAILS:** Payment in full must be enclosed with this form. Payment may be in the form of money order or cashier's check (no additional fee). For credit card payments, please fill out the below. For credit/debit card payments, please add a \$5 processing fee to your total.

Visa	Mastercard	AMEX	Discover
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Cardholder Name	Card Number	Expiration (MM/YY)	CVV2
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**EDUCATIONAL INSTITUTIONS ATTENDED:** List all of the educational institutions you have attended. Begin with the first year of *primary* school. End with the school in which you are now enrolled or the last institution attended. Write the name of each certificate/diploma in the native language as it appears on your document. (Add additional sheets, if necessary.)

Name of Institution	City, Country	Dates of Attendance From _____ To _____	Year of Graduation	Degree Title (In Original Language)
		-		
		-		
		-		

In offering evaluations, we subscribe to the opinion expressed by the Division of International Education of the U.S. Dept. of Ed. when it refers Evaluation Agencies to prospective clients by stating that we "provide advisory assistance in the interpretation of specific foreign educational credentials in terms of the approximately comparable level of educational achievement in the United States," and that "this interpretation or opinion, is advisory only and is in no way binding on any U.S. institution, agency, or organization, each of which has the responsibility and authority for making its own decisions on the recognition it chooses to accord to educational credentials under the decentralized system of education in the United States."



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Education Evaluators International, Inc. provides statements of educational equivalency to persons who need such statements for educational, employment, licensing, professional, and other purposes.

A request for evaluation may be submitted by the individual involved, by a company, government agency, or school on behalf of an employee or student.

## APPLICATION PROCEDURES

Application forms must be accompanied by the following:

1. Clear and legible photocopies of all educational documents (diplomas, certificates, transcripts, mark-sheets). EEI reserves the right to request original documents for verification purposes. Such documents will be returned if payment for copying (\$1.00 per page) and a self-addressed stamped envelope is received.
2. A clearly stated explanation of the purpose for which the evaluation is being requested, so that statements can be made as specific as possible.
3. Payment in the form of U.S. or international money order or cashier's check (see fee schedule) payable to Education Evaluators International, Inc. You may also pay with American Express, Visa or MasterCard by filling out the form on the first page. We do not accept personal checks. This item is not refundable.
4. Documents in languages other than English must be accompanied by certified, literal English translations. EEI does offer a certified translation service. For more information and an estimate contact us *before* sending in your application.

## EVALUATION

1. General Statement - This evaluation may be used for employment, to enter the U.S. Armed Forces, and for admission to U.S. undergraduate and graduate programs. Each credential will be described and a U.S. equivalent given.
2. Course-by-Course - This type of evaluation identifies each foreign educational credential, gives its US educational equivalent and provides the US credit for each subject studied. This evaluation includes a general statement.

## REFUNDS

1. Refunds will be issued in the event of overpayment of fees. A \$75 processing fee will be deducted when an application is submitted and then cancelled or when all required documentation is not received.
2. Expedited evaluations only can be completed in 3 working days, or 24 hours, if all materials required are included for evaluation. No refund of priority fees will be made if applicant does not supply needed information or documentation.
3. If an applicant submits forged or altered documents, the documents will not be returned, an evaluation will not be made, the fee will not be refunded, recipients listed on the evaluation, and other recognized Evaluation Services will be notified. In such cases, we reserve the right to notify the institution or board which has supposedly issued the documents.

## ADDITIONAL INFORMATION

1. Evaluations usually will be completed and mailed within 7 to 10 working days after receipt of all needed materials. Cases which require unusual research may take longer.
2. If an application is not complete, additional documents will be requested. No evaluation will be made until requested materials have been received.
3. EEI accepts no liability for late priority reports, except for refunding the priority portion of the fee.
4. Applicants must be aware that some agencies and institutions may refuse to recognize any evaluation other than their own. If an outside agency will be involved, we recommend that the acceptability of an EEI evaluation be checked before one is requested.
5. EEI guarantees that evaluations will be prepared by staff that are highly qualified in the field of foreign credential evaluations, but cannot guarantee that the recipient of an evaluation will agree with it.
6. Evaluation reports of individuals may differ, depending on the time period in which they were completed. This is because new and updated information is continuously being made available. Credential evaluations state the judgment based on the most recent information on education around the world. EVALUATIONS/DOCUMENTS WILL BE RETAINED FOR FIVE YEARS.
7. EEI reserves the right to verify submitted educational documents for authenticity. In the event that document verification is necessary, the candidate will be required to pay a \$75 verification fee before the evaluation can be completed.
8. Company policy is subject to change without notice.

## CERTIFICATION

I certify the above information is true and accurate to the best of my knowledge. I realize that this evaluation is not binding on any institution or organization, and I release Education Evaluators International, Inc. from any liability for damages incurred due to the use of this evaluation, by me or a third party. I release EEI from any liability for damage or loss of any document submitted.

## ACKNOWLEDGEMENT

Applicant acknowledges that information and documentation relative to applicant may be disseminated to a network of credential evaluation services and applicant authorizes such dissemination.

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Signature

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Date