



E EI APPLICATION FOR EVALUATION OF FOREIGN CREDENTIALS

INSTRUCTIONS

Prior to Submitting Your Order

- Complete this Application Form including the Attestation on the last page.
- Include all educational documents needed for the evaluation. This includes diplomas, certificates, transcripts, and mark sheets. If you are getting your Secondary Education (high school) evaluated, you will also need to provide a copy of your secondary school diploma.
- Educational documents must be provided in their original language. If the documents are not in English, they must be accompanied by a certified, literal, word-for-word translation. If you do not have a certified translation, EEI will provide a quote for a certified translation.
- The completed and signed application form and educational documents must be emailed to eval@educei.com. EEI does not accept applications or documents via mail or fax.

After Submitting Your Order

- EEI will review your application. EEI may request additional information or documentation to enable a complete and accurate evaluation.
- If you requested a translation, we will provide you with a quote before proceeding with the order processing.
- EEI will send an email with payment instructions.
- EEI will not deliver your evaluation until documents are received and payment is completed. **If no payment is received within 10 business days of receiving the payment instructions, your order will be cancelled automatically.**

DESCRIPTION OF SERVICES OFFERED

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 US equivalent given.

COURSE-BY-COURSE: This evaluation identifies each foreign educational credential, gives its US educational equivalent, and provides the U.S. credit for each subject studied. A course-by-course evaluation includes a General Statement. GPA conversions are offered for an additional fee.

DOCUMENT TRANSLATION: EEI offers professional document translation into English for non-English academic documents. Documents translated by EEI can be used for EEI General Statement or Course-by-Course evaluations.



APPLICATION FORM

CANDIDATE INFORMATION

Full Legal Name (as it appears on your passport)			
Phone Number			
Date of Birth (MM/DD/YYYY)			
Have you previously sent us documents for evaluation? If yes, please include your file or case number below			
Yes		Case/File#:	
No			
For what intent do you plan on utilizing your evaluation?			
<input type="checkbox"/>	ASCPi Certification	<input type="checkbox"/>	Employment
<input type="checkbox"/>	Academic Admission	<input type="checkbox"/>	Immigration
<input type="checkbox"/>	Other _____		

SERVICES REQUESTED

<input type="checkbox"/>	General Statement	\$75
<input type="checkbox"/>	Course-by-Course*	\$150
<input type="checkbox"/>	Couse-by-Course w. GPA conversion	\$200
<input type="checkbox"/>	Certified Document Translation	Email us for quote!
<input type="checkbox"/>	3-Day Rush Fee	Extra \$50

*Recommended for those applying for ASCPi.

PAYMENT DETAILS: An email with instructions on how to pay will be sent to you after your order form is processed. There is an additional 2.75% processing fee to cover debit/credit fees which will be added to the total.

EDUCATION OVERVIEW

Enter the education that is being evaluated starting with the earliest education and ending with the last education you have completed or the school in which you are now enrolled. If you are getting your secondary school (high school) education evaluated, that should be the first entry. Otherwise, begin with your first academic credential after you completed secondary school.

Name of institution	Country of Institution	Year of Graduation	Degree title (in original language)



TERMS AND CONDITIONS

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

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.”

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 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 and the fee will not be refunded. 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 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.
7. EEI retains evaluations and related documents for five years.
8. Company policy is subject to change without notice.

ATTESTATION

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.

Signature

Date