UTSA

A PPLICATION FOR C REDENTIALS E VALUATION
FOR ADMISSION TO THE UNIVERSITY OF TEXAS AT SAN ANTONIO

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1. GENERAL INFORMATION

PRINT *your full legal name, without abbreviation*

First name	*Middle or other name*	*Family name*

Print other family name that might appear on documents	*Phone number(s)*

Address 1: UTSA *Exact address will be determined by the purpose of evaluation you select in section 3 of this page.*	*Email address* *A copy of your completed report will be sent to this address*
	Fax number

Address 2: *Optional - $10.00 fee applies, see services (Section 2) for more information*	*Birth date (MM/DD/YY)*	*Gender* ☐ *Male* ☐ *Female*
	Country(ies) where you have attended school	

2. SERVICES AND FEES

ENTER AMOUNT

☑ **Detailed Evaluation of Coursework** . . . .$75 (US) . . . . __$75.00__

  Includes a General Statement of Equivalency and a course-by-course evaluation as required by the university.

OPTIONAL FEES

☐ **One Day Service - Detailed Evaluation** . . . .$210 (US) . . *above base fee* . . _____
  One day evaluations are completed within 24 hours AFTER the receipt of the FCSA application, fees, and ALL necessary educational documents, translations, etc. The evaluation will be sent by regular first-class mail unless overnight delivery is requested and paid for.

☐ **Rush Service (3 working days after receipt of ALL materials)** . . . .$75 (US) . . *above base fee* . . _____
  Rush evaluations are completed in 3 working days AFTER the receipt of the FCSA application, fees, and ALL necessary educational documents, translations, etc. The evaluation will be sent by regular first-class mail unless overnight delivery is requested and paid for.

☐ **U.S. Overnight Delivery** . . . .$25 (US) . . *per address* . . . _____

☐ **Foreign Overnight Delivery (subject to carrier restrictions)** . . . .$35 (US) . . *per address* . . . _____

☐ **Additional Copy (Limit 1. Only available at time of application)** . . . .$10 (US) . . . . _____
  Please enter shipping address in the box labled Address 2 (above)

☐ **Additional copies (Any number, any time)** . . . .$25 (US) . . *per add'l copy* . . _____
  Copies of your evaluation are available for a minimum of two years after the exact original date of your evaluation. Please write any address(es) in the comments section of this application (page 2) or a separate sheet of paper.

☐ **Revisions (changing or adding to your original evaluation)** . . . .$50 (US) . . . . _____
  Revisions can be done for two years after the exact original date of your evaluation. Send a photocopy of your evaluation along with photocopies of additional documents to be evaluated. If two years or more have passed since the date of your original evaluation, you will need to start a new evaluation.

Base fee plus optional fee = **TOTAL** . . . . ._____

3. PURPOSE OF EVALUATION

APPLICATION FOR ADMISSION TO THE UNIVERSITY OF TEXAS AT SAN ANTONIO FOR THE

  ☐ Fall   ☐ Spring   ☐ Summer   Year: _____

CHECK ONE: ☐ Freshman   ☐ Transfer   ☐ Graduate

4. SUMMARY OF EDUCATIONAL EXPERIENCE

Beginning with the 10th year of formal education, complete the following educational ladder:
(Include any school you are presently attending. Use additional sheet if necessary.)

Name of school and location	Years of attendance month/year month/year	Degree, title certificate	Year earned or expected
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____

5. PAYMENT

Please enter amount from TOTAL line at the end of section 2: _____

☐ I am enclosing my check drawn on a US bank, US money order, or US cashiers check made payable to FCSA. $25.00 NSF fee applies for returned checks.

Credit Card

A $5.00 credit card processing fee will be added to the total if any of the requested billing information is missing, inaccurate or illegible.

☐ Discover   ☐ VISA   ☐ MasterCard   ☐ American Express

Billing Address:

Name on card: _____

Credit card #: _____

_____

Expiration Date: _____   CCV #: _____

_____

Authorization Signature: _____

_____

6. CHECKLIST

Make sure you have done the following: (the completed application may be sent via post, fax, or e-mail to the contact information at the top of page one.

☐ Enclosed original or certified copies of ALL necessary academic documents
Applicants to UTSA should submit original or certified copies of academic degrees/diplomas showing all subjects studied, examinations, and grades. Original documents will be sent to UTSA with a copy of the evaluation.

☐ Enclosed English language translations, if necessary
Certified word-for-word English translations must accompany all foreign language documents.

☐ Enclosed appropriate payment

☐ Signed your name at the bottom of this form

7. COMMENTS

Use this space to provide FCSA with additional information that could be useful in your credentials evaluation.

_____
_____
_____
_____
_____
_____

8. SIGNED STATEMENT

I certify that all information provided in this application is complete, factually accurate, and honestly presented. I certify that I have read the instructions and conditions and agree to the terms stated therein. I understand that cancellations must be requested prior to the completion of the evaluation and that cancellation fees apply as outlined on www.foreigncredentials.org. I understand that the evaluation is advisory and is not binding upon any agency or institution that uses it nor guaranteed to be accepted or used by any agency or institution. I release Foreign Credentials Service of America from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation.

Signature of Applicant _____   *Date* _____