

# INTERNAL USE REPORT

## APPLICATION FORM FOR INSTITUTIONS



- Educational Credential Evaluators, Inc. Internal Use Reports are intended for use *only* by the ordering institution. Copies may not be released to the student or any other party.
- Internal Use reports are based on incomplete educational documentation or that which does not meet ECE® requirements as stated for each country on our website: <https://www.ece.org/SiteMain/24/34>.
- Internal Use reports contain a statement indicating that the educational documents do not meet ECE® standard documentation requirements.

4/15

STUDENT INFORMATION & EDUCATIONAL HISTORY						
Name (Last, First, Middle):						
Name on educational document(s):						
Purpose of report - Circle one or more: Further Education / Employment / Professional Licensure / Immigration / Military						
Circle one: Male / Female			Date of Birth (mm/dd/yyyy):			
Does this student have a previous ECE® report? Circle one: Yes / No / Unknown				ECE® Reference Number (if known):		
List all institutions student attended, beginning with high school				State Yes or No for Each Credential		
Country	School	Name of Degree / Program	Dates of enrollment	Did the student graduate?	Documents being mailed separately?	Do you want this credential evaluated?

REPORT TYPE & RUSH SERVICE : Select one type of report and optional rush service			FEE
<input type="checkbox"/> General (\$85) <input type="checkbox"/> General with Grade Average (\$110) <input type="checkbox"/> Course-by-Course/CBC (\$160) <input type="checkbox"/> High School & University Level CBC (\$195)			\$ _____
<input type="checkbox"/> 1 Business Day Rush (\$200): <i>available for General and General with Grade Average reports only</i>	<input type="checkbox"/> 5 Business Day Rush (\$80)	<input type="checkbox"/> 12 Business Day Rush (\$50)	\$ _____

REPORT RECIPIENT	ELECTRONIC DELIVERY	FREE
Institution	<input type="checkbox"/> Dispatch®: you must sign up for this service. See <a href="https://www.ece.org/SiteMain/60/85">https://www.ece.org/SiteMain/60/85</a>	FREE
Contact Name	<b>PAPER DELIVERY - select one</b>	\$ _____
Address	<input type="checkbox"/> U.S. Priority Mail - 2 to 3 days (\$10)	\$ _____
Email & Phone	<input type="checkbox"/> U.S. Courier Service - 1 day (\$35)	\$ _____
Report price includes one copy sent to the recipient institution named above. Additional report copies to this address may be added for \$25 each.	<input type="checkbox"/> International Courier Service (\$60)	\$ _____
	State number of additional copies to this address _____ x \$25	\$ _____

PAYMENT : If no invoice code, provide credit card payment information		
ECE® invoice code (if assigned):		
Visa or MasterCard No.:	3-digit security code:	Exp. Date:
Name on credit card	<b>TOTAL</b>	\$ _____

## TERMS & CONDITIONS

We reserve the right at any time during the evaluation process to request additional information, original educational documents, and/or original documents issued in institutionally sealed envelopes.

We reserve the right, at our discretion, to contact educational and governmental institutions and agencies for additional information and/or verification of the authenticity of the credentials submitted.

If we determine that the education completed is not the equivalent of credit course work offered by a regionally accredited institution in the United States, only a General report will be issued. If any report other than a General report was ordered, the difference in cost between the report ordered and a General report will be refunded.

Equivalency conclusions stated in the report reflect our judgment based on in-depth research of applied comparative education. We guarantee that each report will be prepared by our qualified professional staff. We do not guarantee that you or any other party will agree with the conclusions of our reports, and we assume no responsibility for decisions made by other parties based on our reports.

We reserve the right to refuse service to anyone, including the right not to provide copies of a report after it was initially issued.

Education is dynamic, and changes occur in all countries. Our on-going research may identify new equivalents for certain credentials from other countries, resulting in different statements of equivalence than were provided prior to the completion of such research. It is understood that all previous reports will have been based on the best information available to professionals in applied comparative education in the United States at that time. If copies of a report are requested at a later time, we have no obligation to review or revise the report in accordance with any changes that may have occurred in the interim.

### I CERTIFY THAT:

- All information provided by me in the application is complete and correct to the best of my knowledge.
- I have read all information in the application and accept the terms and conditions stated therein.

### I UNDERSTAND THAT:

- ECE® evaluation reports ["reports" or "report"] are advisory and not binding on any institution, organization, or agency that may use them.
- There are no refunds after an application is submitted, even if a report is not issued. If an order is canceled or inactivated, no report will be prepared and no refund will be made, but all other provisions of this agreement shall survive.
- If false information or forged, altered, or falsified documents are submitted to Educational Credential Evaluators, Inc. (ECE) at any time, no report will be issued, no refund will be made, designees for copies of the report will be notified, and the information will be shared with academic institutions, government agencies, professional organizations, and other evaluation services, whether or not a report was prepared or the order was canceled or inactivated. All documents (originals and photocopies) will become ECE® property and will not be returned.
- Documents submitted to ECE in institutionally sealed envelopes become ECE® property and will not be released.
- Information provided by ECE on the application and ECE® website, including fees, may change without notice.

I HEREBY RELEASE EDUCATIONAL CREDENTIAL EVALUATORS, INC., AND ITS OFFICERS, EMPLOYEES, AND AGENTS FROM ANY AND ALL LIABILITY FOR:

ANY LOSS OR DAMAGE I MAY SUSTAIN DUE TO ANY ACTIONS OR OMISSIONS OF ECE, WHETHER OR NOT CAUSED BY THE NEGLIGENCE OF THE RELEASED PARTY, RELATING IN ANY WAY TO ECE® SERVICES PERFORMED OR FAILED TO BE PERFORMED.

ANY LOSS OR DAMAGE RESULTING FROM USE OF A REPORT BY ME OR ANY THIRD PARTY.

DAMAGE TO, OR LOSS OF, ANY DOCUMENTS SUBMITTED.

I hereby authorize Educational Credential Evaluators, Inc., at its discretion, to contact academic institutions, government agencies, professional organizations, and other institutions to verify the accuracy and authenticity of any educational documents submitted by me or on my behalf.

This application creates a contract between Educational Credential Evaluators, Inc., and the person who has submitted the application. If the submitting party is not the person whose credentials are to be evaluated, the act of submitting certifies that the submitting party is acting on behalf of the person whose educational credentials are involved, and has the authority to do so.

I have read and understand the terms and conditions for this evaluation.

**Name of institutional representative**

**submitting application on behalf of student:** \_\_\_\_\_

*Note: This application form is not intended for students, therefore cannot be signed by the student.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sign and return:

**By Email Attachment:** OR  
[applications@ece.org](mailto:applications@ece.org)  
(PDF attachments only)

**By Postal Mail:**  
ECE®  
PO Box 514070  
Milwaukee WI 53203-3470 USA