



## Section 4: Evaluation Mailing Instructions

### A. **BRIGHAM YOUNG UNIVERSITY**

The official evaluation report will be emailed to BYU Graduate Studies.

### B. **APPLICANT COPY**

A copy of the evaluation will be mailed to the applicant. If applicable, original academic records submitted by the applicant will also be returned at this time. Please indicate how you would like these to be sent.

- Regular Mail
- Domestic Secure Mailing with Tracking (additional fee)
- Domestic Next Day Delivery (additional fee)
- International Secure Mailing with Tracking (additional fee)

### C. **ADDITIONAL COPIES**

If you are requesting additional official copies of the report, please indicate where they should be sent and if there are any special mailing instructions. Please refer to Sections 3 and 5 for the related fees.

- \* *You must provide a street address when requesting Secure Mailing or Next Day Delivery (no P.O. Boxes or APO addresses), as well as a phone number.*

First Additional Copy:

Name: \_\_\_\_\_

Address\*: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (      ) \_\_\_\_\_

- Regular Mail
- Domestic Secure Mailing with Tracking (additional fee)
- Domestic Next Day Delivery (additional fee)
- International Secure Mailing with Tracking (additional fee)

Second Additional Copy:

Name: \_\_\_\_\_

Address\*: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (      ) \_\_\_\_\_

- Regular Mail
- Domestic Secure Mailing with Tracking (additional fee)
- Domestic Next Day Delivery (additional fee)
- International Secure Mailing with Tracking (additional fee)

## Section 5: Explanation of Services and Fees

### A. **STANDARD REPORTS AND FEES**

A file number will be assigned and notification will be sent upon receipt of the application. Every effort will be made to complete the evaluation within 15-20 business days. Yet if additional documentation and/or fees is/are required, the turnaround time will be effective from the date of receipt of all requested materials.

**General Report** – \$85 per application. This report identifies the institution(s) attended, dates of attendance, credential(s) earned, and the United States educational equivalent.

**Detail Report** – \$165 per application. This report identifies the institution(s) attended, dates of attendance, credential(s) earned, and the United States educational equivalent. In addition, the Detail Report also lists individual courses taken with semester units, individual grade equivalents and an overall grade point average (where applicable).

**Detail Report with Course Level Identification** – \$185 per application. In addition to the information included in the Detail Report, this report identifies the level of the class (e.g., lower versus upper division, professional, vocational).

### B. **ADDITIONAL SERVICES AND FEES**

#### **Rush Services and Fees**

If requesting a Rush service, please note that **ALL** fees must be paid by cashier's check, money order or credit card only.

**No personal checks will be accepted.**

- a. **24-Hour Rush (Next Business Day)** – \$200 in addition to the standard report fee. Turn-around time is 24 hours from receipt of the application, required documents and fee.
- b. **5-Day Rush** – \$85 in addition to the standard report fee. Turn-around time is 5 business days from the receipt of the application, required documents and fee.
- c. **10-Day Rush** – \$60 in addition to the standard report fee. Turn-around time is 10 business days from the receipt of the application, required documents and fee.

**Extra Copies** – One official agency copy and one applicant copy are included in the report fee. Additional official copies requested at the time of application cost \$20 per copy.

Duplicate Copies requested once a report has been mailed require a separate application form and fees. There is a two-year limit on requests for copies of any evaluation.

**Photocopying Fee** – Please submit a set of photocopies (front and back) of all original documents, including translations. Otherwise, you will be assessed a \$20 fee.

### C. **MAILING OPTIONS AND FEES**

Evaluations are sent to the applicant by regular mail unless original documents are submitted by the applicant (academic records sent directly by the institution of study become property of IERF). If submitting original documents, please select either Secure Mailing (\$20 for domestic and \$75 for international, per address) or Next Day Delivery (\$35 for domestic, per address) for the return of your academic records. These mailing options will have a tracking number. Otherwise your documents will not be returned to you, unless you instruct us in writing to return them via regular mail. IERF accepts no liability related to the loss or damage of documents during mailing.

### D. **PAYMENTS**

- Payment in the form of a check, cashier's check, money order (unless requesting a RUSH service - see above) or credit card must accompany all applications, payable to IERF. For credit card payment (Visa or MasterCard only), please complete the Credit Card Information Form (available on our website at [www.ierf.org](http://www.ierf.org)).
- Overseas payments must be in U.S. dollars and drawn on a United States bank. If payment is being made by a bank draft, an additional \$15 processing fee is required.
- Fees are subject to change without notice.

## Section 6: Certification

1. I certify that the information provided in this application is true and correct.
2. I certify that I have read the instructions and conditions in this application and that I understand and accept the terms and conditions stated.
3. I understand that the information provided by IERF on this application (or on its website) is subject to change at any time.
4. I understand that the evaluation reports prepared by IERF are advisory and are not binding upon any agency, institution or organization which may use them.
5. I release IERF from any liability for damages resulting from the use of an evaluation report by me or any third party.
6. I authorize IERF to release information about my application status and copies of my educational records where these are required by the agency for whom the evaluation is being prepared.
7. I acknowledge that the evaluation report, based on IERF research, may differ from my own interpretation or that provided by another party.
8. I release IERF from any liability for damages to or loss of any documents submitted.
9. I agree to reimburse IERF for any and all costs, including legal expenses, which may incur as a result of any claim that I (or anyone having any interest in my earnings or services) may make, based on the recommended equivalency.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If the signature on this application is not that of the person whose credentials are being submitted for evaluation, the act of signing certifies that the signatory has the authority to sign for and on behalf of the person whose educational credentials have been submitted for evaluation.

## Section 7: Document Requirements (for the most current and complete information, please visit our website at [www.ierf.org](http://www.ierf.org))

### I. Academic Records

Please submit the following:

1. **Transcripts / Mark Sheets / Examination Certificates / Academic Records** indicating courses/subjects, hours of study/units/credits, and grades/marks/examination results, issued in the original language. These must be issued on institutional letterhead and include official signatures and seals. If the hours/units/credits are not included on the academic records, please submit program descriptions/syllabi issued by the institution, where applicable.
2. **Diplomas / Graduation Certificates / Degree Certificates** issued in the original language (indicating that a degree/qualification has been earned or that a program of study has been completed).
3. If available, **plan of studies / curriculum** indicating the structure of your program of study.
4. **Syllabi / course descriptions** for all academic work completed beyond secondary school for licensure in the health professions.
5. **Professional License**, indicating eligibility to practice in the country of study, when submitting an application for teacher certification.
6. Copy of **the title page, abstract, table of contents, and first ten pages of the dissertation** for the evaluation of doctoral studies.
7. **Proof of name change** (if applicable), e.g. copy of a marriage certificate or other legal document.

### II. Original Documents (Please also refer to Item VI below.)

To prevent any potential delay in the processing of your application, it is recommended that you submit original documents. Original records are required for licensure (i.e., accounting, architecture, teaching, etc.) and for many schools and universities. IERF reserves the right to request original documents at any time during the evaluation process. Official certified true copies of transcripts issued by the institution of study (or relevant government body) are acceptable, whereas notarized copies are not. Original documents submitted by the applicant are handled with care and are returned by a secure mailing service (for a fee).

### III. Photocopies

Original documents (including translations) must be accompanied by clear, legible and full-sized photocopies (front and back). Otherwise, you will be assessed a \$20 fee. Photocopies become the property of IERF.

### IV. Translations

Translations must be submitted for all records not officially issued in English. These must be in the same format as the original-language documents, line-by-line, word-for-word, and must be typed. IERF reserves the right to request translations prepared by professional translation services. If submitting official or original translations, please include a set of clear, legible and full-sized photocopies (front and back).

### V. Country-Specific Requirements

These are in addition to the above standard required documentation. Please refer to our website at [www.ierf.org](http://www.ierf.org).

### VI. Request for Additional Information

Be certain that you have all the necessary documents before sending your application, as missing documents will delay the processing of your evaluation.

Please note that at any time during the evaluation process, IERF reserves the right to request original documents, additional documents, and/or that documents be sent directly to IERF by the issuing institutions.

Please submit the requested documentation and/or fees **within 4 months**. Otherwise, your case will be closed and a \$80 fee will be required to re-open your case.

## Section 8: Terms and Conditions

1. **Advisory** – The evaluation reports prepared by IERF are advisory in nature and in no way limit an agency or institution in making its own determination as to the level of education and allocation of credit to be allowed for the foreign credentials. IERF is not liable for consequential damages if the desired equivalency is not recommended.
2. **Agency Criteria** – Any questions concerning specific requirements and procedures for licensure, employment, or admissions criteria should be addressed by the applicant to the appropriate licensing board, agency or institution.
3. **Altered or Irregular Documents** – If forged, altered, or falsified documents are submitted to IERF, the request for evaluation will be immediately cancelled. All documents (original and photocopies) become the property of IERF. No refund will be issued. The information will be made available to the appropriate parties (academic institutions, government agencies, professional organizations and other evaluation services).
4. **Applicable Law** – In the event of any disputes between the applicant and IERF, such disputes shall be governed by California law and shall be subject to the jurisdiction of the Los Angeles County courts.
5. **Contact** – IERF services are conducted solely by regular mail and the internet. Academic records, however, may only be submitted by regular mail or Courier Service.
6. **Correspondence** – Changes to an application must be submitted in writing. Once the evaluation is completed, an applicant has 90 days from the date of issue of the evaluation report within which to raise any questions concerning its content. Thereafter, the file will be closed.
7. **Damaged or Lost Documents** – Original documents submitted by the applicant are returned by a secure mailing service. While every effort is made by IERF to ensure the proper handling of educational documents, IERF accepts no liability related to the loss or damage of documents.
8. **Limited Liability of Service**
  - a) **Delay:** While every effort will be made to complete the evaluation within the requested timeframe, IERF cannot guarantee processing times and assumes no liability related to the delay of an evaluation report.
  - b) **Report:** IERF shall not be responsible for any incidental or consequential damages that an applicant may incur if the educational equivalency anticipated by the applicant is not issued as the evaluation report, based on IERF research, may differ from an applicant's interpretation or that provided by another party. IERF shall not be liable for any damages resulting from the use of the evaluation report. Furthermore, the applicant agrees to reimburse IERF for any and all costs, including legal expenses, which may incur as a result of any claim that the applicant (or anyone having any interest in the applicant's earnings or services) may make, based on the recommended equivalency.
9. **Reassessment of Equivalencies** – IERF bases its evaluation analysis on the best information available to professionals in applied comparative education in the United States at the time when the evaluation is made. When additional information becomes available, IERF reserves the right to reassess educational equivalencies when copies of an evaluation report are requested.
10. **Re-Evaluation Request** – Evaluations based on documents not submitted with the original request are considered to be new evaluations, and a new payment of the fee is required. Requests to change a General Report to a Detail Report (or the reverse) will be subject to the fee applicable to that report. The amount paid for any previous evaluation report is not credited toward the charge for a re-evaluation.
11. **Refunds** – No refunds will be issued once an application has been submitted, even if the applicant disagrees with the evaluation.
12. **Returned Checks** – a check that is returned due to insufficient funds is subject to an additional \$30 fee.
13. **Verification** – IERF reserves the right to contact educational and governmental institutions for additional information and/or verification of the authenticity of the credentials submitted, including, but not limited to, sending copies of credentials to the institution.
14. **Authorization for Release** – IERF may release information about an applicant's status including copies of educational records where these are required by the agency for whom the evaluation is being prepared.
15. **Refusal of Service** – IERF reserves the right to refuse service to anyone.
16. **Information Subject to Change** – The information provided by IERF on its website and on the application is subject to change at any time.

## Section 9: Final Checklist

Please ensure the following accompany the completed application form:

- Academic records
- Translations (if applicable)
- Photocopies of all original documents submitted (including translations)
- Payment: check (except for rush services), cashier's check, money order or credit card, payable to IERF
  - Fee for the report
  - Fee for rush service (if applicable)
  - Fee for extra copies (if applicable)
  - Fee for photocopying (if applicable)
  - Fee for mailing options (if applicable)

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