



## Pre-Evaluation Request

### NAME/CONTACT INFORMATION

First name:	Middle name:	Last name:
Street address:	City/State:	ZIP code:
Phone:	Email address:	Fax number:
School where transcripts will be requested:	SSN/Virginia drivers license number:	Date of birth:

\_\_\_\_\_  
**Signature**

The VBOA provides a pre-evaluation service to candidates, upon request. The pre-evaluation of transcripts (official or unofficial) is provided to the candidate for a fee of \$25. Pre-evaluations are advisory in nature and are not a final determination of eligibility. A pre-evaluation allows a candidate to correct academic deficiencies, if so determined, prior to submitting the initial application for the CPA exam. Pre-evaluations are valid only for the current requirements as mandated by the VBOA. Should the requirements change prior to final application and acceptance; the pre-evaluation will be considered null and void. Pre-evaluations are based solely on the information provided by the candidate. Should the information prove to be inaccurate in any way, the pre-evaluation will not be valid. The pre-evaluation service provided by the VBOA may take up to two weeks (10 business days).

Mail this form to the [VBOA](#) for the pre-evaluation service, along with the official or unofficial transcripts, and a check for \$25 made payable to the Treasurer of Virginia. Do **not** email or fax transcripts. The VBOA is not responsible for sensitive information transmitted electronically. All fees are non-refundable.

Payments returned by the bank for insufficient funds are subject to a returned payment fee, pursuant to § 2.2-4805, Code of Virginia.

Updated May 2013