



Application Instructions for Evaluation of Foreign Academic Credentials

7900 Matthews-Mint Hill Rd.,
Suite 300
Charlotte, NC 28227
(704) 772-0109
admin@foreigntranscripts.com

Please retain this page for your records

1. General Procedures

A. International Education Evaluations, Inc. (IEE) offers evaluation services for education, employment, immigration, and professional licensure. The type of report you need and the documents that are required depend on the intended use of the evaluation report. Please go to the "Evaluations" page on our website and select your specific category from the list on the right hand side of the page for more information about choosing the correct report and the required documentation.

B. If you are seeking admission to an institution of higher education you should go to the "students" page and see if your intended institution is listed in the right hand column. If your institution is listed you should close this file and open the application with the specific instructions for your institution. Our reports are not accepted at all U.S. institutions. If you are not sure, you should contact your desired institution to make sure they will accept our evaluations. No refunds are given if an institution or agency does not accept our evaluation.

C. To begin an evaluation IEE, Inc must receive: 1. Completed Application, 2. All Required Documents, and 3. Correct Payment (personal checks not accepted). Failure to submit all required documentation will delay the processing of your evaluation. The name provided in the Applicant Information section of the application will appear on the completed report.

2. Completing the Application

A. You may submit this application by:

I. Printing and mailing to the address above along with the documents you would like to have evaluated.

II. Printing, scanning, and emailing to: admin@foreigntranscripts.com

III. Saving the completed pdf. File to your computer and attaching to an email to: admin@foreigntranscripts.com

Option 3 is only possible for those using Adobe Acrobat X or higher. If you do not have this program or receive any error when opening this file, please use method I or II

B. You may contact our office if after reading all information you still have questions about the report or required documentation.

3. Required Documentation

A. Submit all required academic records (i.e. diplomas, degree certificates, examination records, marks sheets, transcripts, records of grades, etc.) The documents that are required often depend on the intended use of the evaluation report, however it is always best to send all relevant academic records, including secondary and post-secondary credentials, which will result in a more accurate and comprehensive evaluation of your education. There is only one evaluation fee regardless of the number of documents you are having evaluated. IEE, Inc. reserves the right to request any additional documentation at our discretion.

B. *Translation:* If your documents are not in English, submit certified translations as well as the documents in their original language. If you do not have certified translations, you may also have IEE, Inc. or another Certified Translator translate your documents. Translations done by a Notary Public are not acceptable, unless the Notary Public is also a Certified Translator.

C. How to submit your documents:

I. If you wish to submit all documents electronically, please scan and email them along with the application to admin@foreigntranscripts.com. Be advised that if you submit emailed scans of documents, IEE, Inc. reserves the right to request to see the original documents. Furthermore, it is very common for colleges/universities to not accept evaluations done from emailed scans/photocopies.

II. If you are required to submit your original documents, please send them along with the printed application and payment to the address indicated on the application. If you would like your original documents back, include a note on your application stating "Return Originals" and select at least the USPS Priority Mail shipping option (\$10), so that the original documents can be returned with a tracking number.

III. If you are required to have your records sent to us directly from your institution(s) of education in another country, either email your application or send in the regular mail and check the box on the application that says that you have/will request your records to be sent to us directly from your educational institution(s).

4. Payment

A. No evaluation will be started before receipt of payment. Please indicate clearly on page 3 of this file which services you require. An explanation of the different types of Evaluation Reports can be found on page 4 or on our website.

B. You may either: 1. Pay [online](#); or 2. Include credit card information on this application; or 3. Send a money order in the mail.

We do not accept personal checks. Please submit payment at the same time as you submit the application.

5. Processing and Delivery Time

A. Once we receive the Completed Application, Required Documents, and Correct Payment, the standard turn-around time in our office is 2 weeks. This does not include delivery time which may vary depending on location.

B. If you need an evaluation faster than that, we do offer expedited services for additional fees (Same Day Service/\$200 if all documents received by 11am; Special Service 1-2 business days in office/\$100; Rush Service 5 business days in office/\$50)

6. Other

A. IEE, Inc. evaluations are based on the judgment of evaluators experienced in international education, a review of current literature, and documentation provided. We are members of NAFSA: Association of International Educators and the America Association of Collegiate Registrars and Admissions Officers (AACRAO) and we refer to guidelines established by these organizations in the preparation of our evaluations

B. While we guarantee that our evaluations are carried out by experienced evaluators, we cannot guarantee that the results of the evaluation will be in accordance with the opinion of the client or any third party that receives the evaluation.

C. Because education is always changing, the equivalency of an evaluation and availability of information from certain countries may also change over time. Our evaluations reflect the current policies and standards within the educational environment as of the date of evaluation.



INTERNATIONAL EDUCATION EVALUATIONS, INC.

7900 Matthews-Mint Hill Rd., Suite 300
 Charlotte, NC 28227
 Phone: (704) 772-0109 Fax: (704) 545-2484
 www.foreigntranscripts.com

IEE use only

APPLICATION FOR ACADEMIC EVALUATION

APPLICANT INFORMATION

Full Name (as you wish it to appear on evaluation):

Family/Last	Given/First	Second/Middle	Maiden or Unmarried Name
Other names that appear on your documents:			

Date of Birth:	Email:
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Daytime Phone:	Other Phone:
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Mailing address: Apt. #

City:	State/Province:	ZIP Code:
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Country of birth:	Country of citizenship:	Gender:
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Check here if you wish the evaluation report to be sent to an address different than your mailing address
If sending to a school, business, or institute, please include specific name or department.

1. _____ 2. _____

Please select and describe the purpose of your evaluation (select all that apply): (REQUIRED)

Immigration
 Employment
 Military enlistment
 Further Education - Name of school(s): _____ Intended Major: _____
 Teacher Licensure (state) _____ Other: _____

Any special instructions/ needs for your evaluation?

Have you had an evaluation completed by IEE, Inc. before?
 If yes, please supply the following information, if known:

Date (at least the year): _____ Reference Number: _____
 Country: _____ Name at the time the evaluation was completed: _____

EDUCATIONAL HISTORY

(Please attach additional page to list education if needed)

Please list all educational institutions/ schools that you have attended, including secondary/ high school

Name of school	Country	Year Entered	Year Finished	Exact name of diploma, degree, or title received

Please explain any lapses in education:

DOCUMENTATION TO BE SUBMITTED

(Please indicate how you will be submitting your documents for evaluation)

I am mailing academic documents to IEE, Inc.
 I am emailing .pdf scans of documents to IEE, Inc.
 I will request documents to be sent to IEE, Inc. **directly** from my institution(s).
 (Please use Request for Academic Records form)
 I have requested documents to be sent to IEE, Inc. **directly** from my institution(s).
 Date requested: _____

No transcript received directly from the issuing institution will be returned to the student.

APPLICATION FOR ACADEMIC EVALUATION

TRANSLATION SERVICES (if needed)

Are your documents already in English?

- *NOTE: Translations done in the United States must be by a Certified Translator. Translations done by a Notary Public or individual are not accepted (unless either is a Certified Translator, as well)*

If not, please indicate how you will be providing us certified translations:

- I will have my documents translated by a Certified Translator and submit them to IEE, Inc. as soon as they are ready
- I will have IEE, Inc. translate my documents. *Please write on the lines below which pages, in specific, need to be translated and what the original language is (e.g., Spanish, Arabic, Romanian, etc.)*

IEE Translation Rates: 1-2 pages: \$60 per page + \$15 set-up fee _____ pages x \$60 + \$15 = \$ _____
 3-5 pages: \$50 per page + no set-up fee _____ pages x \$50 = \$ _____
 6+ pages: \$45 per page + no set-up fee _____ pages x \$45 + \$ _____

EVALUATION / TRANSLATION SERVICES

*Please check the services you wish to purchase.
 Not sure which evaluation you need? Please see page 3 of this application for an explanation of the two reports.*

- Primary Services
- Document Report Evaluation - \$80
 - Course Report Evaluation (High School/Secondary Only) - \$135
 - Course Report Evaluation (College/University/Post-Secondary) - \$165
 - Add final year to previous evaluation (H.S. only) - \$50
 - Translation – Total from above section: \$ _____

- Additional Services
- Extra Copy w/ initial order - \$10 each
 Quantity: _____ x \$10 Total: \$ _____
 - Emailed Copy - \$20
 - Faxed copy - \$5

- Shipping Options - Domestic
- In-office pick up - no cost
 - Standard Mail - \$3 (per address) _____ x \$3 = _____
 - USPS Priority Mail - \$10 (per address) _____ x \$10 = _____
 - USPS Express Mail - \$30 (per address) _____ x \$30 = _____
 - Fed Ex Overnight - \$45 (per address) _____ x \$45 = _____

- Expedited Services
- Same Day Service (in by 11am) - \$200
 - Special Service (1-2 business days) - \$100
 - Rush Service (5 business days) - \$50
- * The standard time for evaluation is 2 weeks. If you need it sooner than that, please select one of the expedited services.
 * All expedited fees are **in addition** to the price of the evaluation

- Shipping Options - International
- Express (Fed Ex or DHL) - \$120 _____ x \$120 = _____

* If more than one shipping option is chosen, please indicate the method of shipping next to the appropriate address listed on page 1.

TOTAL AMOUNT \$ _____

PAYMENT INFORMATION

Method of payment: Money Order Cash Credit/Debit Card - Supply information below (V, MC, AmEx, Discover)
 Credit/Debit Card Online - if you wish to use your credit card to pay online, please submit the application, select which services you need on our website, and check out online. **If you cannot process your payment online, please call our office.**

Credit Card Number: _____ Exp. Date: _____ Security Code: _____

Signature of Card Holder: _____ Billing ZIP Code: _____

Card Holder's Name Printed: _____

*** We do not accept personal checks***

CERTIFICATION

I certify that I have read the instructions and that I agree to the conditions and terms therein stated; that all of the information provided is accurate to the best of my knowledge; that International Education Evaluations' report is advisory only and is not binding on any agency or institution that may use it. I release International Education Evaluations for any damages resulting from the use of this evaluation report. I understand that IEE, Inc. evaluations may not be accepted by all academic or certification institutions.

Signature of applicant: _____ Date: _____

Name printed: _____

PLEASE SUBMIT THIS APPLICATION TO US BY ONE OF THE FOLLOWING METHODS:

- 1) PRINT APPLICATION AND MAIL TO OUR PHYSICAL ADDRESS
 - International Education Evaluations, Inc.
7900 Matthews-Mint Hill Rd., Suite 300
Charlotte, NC 28227
- 2) PRINT APPLICATION AND EMAIL TO OUR EMAIL ADDRESS
 - admin@foreigntranscripts.com
- 3) SAVE COMPLETED APPLICATION (.PDF) AND EMAIL TO OUR EMAIL ADDRESS
 - *** Attention: This option only possible for those using Adobe Acrobat X or higher.**
 - **If you do not have this program or receive any error please use methods 1 or 2***
 - admin@foreigntranscripts.com

YOU MAY SUBMIT PAYMENT FOR THE EVALUATION BY ONE OF THE FOLLOWING METHODS:

- 1) SEND A MONEY ORDER IN THE MAIL
 - 2) PAY CASH (IN OFFICE)
 - 3) INCLUDE CREDIT CARD INFORMATION ON THE APPLICATION ABOVE
- OR*
- 4) ONLINE
 - GO TO THE "FEES" PAGE OF OUR WEBSITE **AFTER** SUBMITTING THE APPLICATION AND PURCHASE THE APPROPRIATE SERVICES

Final Checklist for Evaluation:

- Application submitted
- Academic records submitted
- Translations submitted (if applicable)
- Payment submitted

If you have any questions, please call us at: (704) 772-0109 or email us at: admin@foreigntranscripts.com

THE DOCUMENT REPORT AND THE COURSE REPORT**We offer two basic types of educational evaluations:***** Document Report**

- The Document Report will give the U.S. equivalent for each academic credential you submit to us (e.g. high school diploma, Bachelor's degree, transcript, etc.) It will notate how long you studied and give a short description of your program and its requirements.
- The Document Report is often used for employment, immigration, and education situations, where **transfer credit and a Grade Point Average (GPA) are not required.**
- The basic fee for the Document Report is \$80.

*** Course Report**

- The Course Report will give the same information as the Document Report - it will indicate the U.S. equivalent for each academic credential you submit to us (e.g. high school diploma, Bachelor's degree, transcript, etc.) *In addition*, it will contain a section that lists each course on every transcript submitted, assign each course a U.S. equivalent grade and credit hours, and give the Grade Point Average (GPA).
- The Course Report is often used for employment, immigration, and education situations, where **individual courses, transfer credit, and/ or a Grade Point Average (GPA) are relevant or required.**
- The basic fee for the Course Report is \$135/\$165.

*** Which report do I need?**

- The main difference between a Document Report and a Course Report is that the Document Report **will not** list individual courses, credits, or GPA; the Course Report **will**.
- For more information on what types of evaluations are often required in specific cases, please see the links on the right-hand side of the screen.
- Ultimately, it is the responsibility of the individual client to know what the institution (school, employer, or other) who is accepting the evaluation will want to see on the evaluation.