

## APPLICATION BY A COMPANY, LEGAL FIRM OR OTHER INSTITUTION FOR A COURSE-BY-COURSE EVALUATION

This evaluation is usually for international students who wish to enroll in a U.S. institution of higher education or for licensure for professional employment. It includes the information contained in the document-by-document evaluation. In addition, it lists each course on the student's transcript and converts the credits to U.S. semester hours and converts the grades to the U.S. grading scale. A cumulative grade point average is also included on a 4.0 numeric scale.

For Course-by Course Evaluations, the candidate's official records (transcripts), must be sent in a sealed envelope by the institution(s) attended outside the U.S. directly to our office at: [FOREIGN CREDENTIAL EVALUATIONS, INC., 1425 Market Blvd., Suite 530, PMB #305, Roswell, GA 30076.](http://www.fceatlanta.net) Tel: 770-642-1108. **IN ADDITION, YOU MUST ALSO SUBMIT EITHER THE ORIGINAL DIPLOMA/DEGREE CERTIFICATE OR A SCANNED ELECTRONIC COPY OF THE ORIGINAL DIPLOMA/DEGREE CERTIFICATE. THE TRANSCRIPT ALONE IS NOT SUFFICIENT. AN OFFICIAL ENGLISH TRANSLATION OF THE DIPLOMA/DEGREE CERTIFICATE IS ALSO REQUIRED.**

Alternately, original education documents, including degree certificates/ diplomas and marksheets/transcripts can be viewed by the International Admissions Office of the U.S. university to which the candidate is applying. That office can send an email with scanned copies of the records they have reviewed to Foreign Credential Evaluations, Inc. at [carolyn\\_christie@fceatlanta.com](mailto:carolyn_christie@fceatlanta.com), stating that the records are recognized by that university as being authentic.

**ANY ACADEMIC RECORD THAT WAS ORIGINALLY ISSUED IN ANY LANGUAGE OTHER THAN ENGLISH MUST BE PROVIDED, ALONG WITH AN OFFICIAL, LITERAL (WORD FOR WORD) TRANSLATION INTO ENGLISH. SOURCES FOR TRANSLATIONS INCLUDE PROFESSIONAL TRANSLATION SERVICES, UNIVERSITY-LEVEL LANGUAGE PROFESSORS, AND EMBASSY OR CONSULATE STAFF.**

### FEES (See Payment Options tab on our website <http://www.fceatlanta.net>)

Select the fees applicable to your request by checking the appropriate box and total these at bottom of column. (Fee may be paid by company/institutional check made payable to FCE, Inc. 115 N Carriage Walk Ln., Hendersonville, NC 28791 or by credit card via the PayPal link on our website.)

### PERSONAL CHECKS OR WIRE TRANSFERS ARE NOT ACCEPTED

Regular Service Course-by-Course (completed within 2 – 3 weeks)

\$225.00 + \_\_\_\_\_ (number of additional credentials, if any, \$100 each) = \_\_\_\_\_

Add High School GPA from an External Examination

\$50.00 \_\_\_\_\_

Rush Service Course-by-Course (completed within 3 business days)

\$275.00 \_\_\_\_\_

Extra copy(ies) of Evaluation provided with original evaluation request

\$25.00 x \_\_\_\_\_ (number of copies) = \_\_\_\_\_

Extra copy(ies) of Evaluation requested at a later date

\$35.00 x \_\_\_\_\_ (number of copies) = \_\_\_\_\_

Overseas Processing Fee (when completed evaluation is mailed to address outside the U.S.)

\$50.00 \_\_\_\_\_

Express Mail (e.g. FEDEX, UPS, USPS priority mail) to a U.S. address

\$60.00 \_\_\_\_\_

Re-evaluation (same fees apply as regular/rush service)

\_\_\_\_\_

**Total (Add the chosen selections and total – see Payment Options Tab on Home Page)**

\_\_\_\_\_

Please check here if you want to receive a hard copy of the evaluation report by regular, first-class U.S. mail. \_\_\_\_\_

There is no charge for one hard copy of your report that is mailed to an address within the U.S.

Everyone receives a report by email at no charge.

ALL EVALUATIONS ARE PROVIDED BY SCANNED EMAIL TO THE PARTY ORDERING THE EVALUATION. HARD COPY FOLLOWS BY FIRST-CLASS U.S. MAIL. THIS SERVICE IS INCLUDED IN THE PRICE OF THE EVALUATION.

### SECTION 1: INSTITUTION OR COMPANY REQUESTING EVALUATION

\_\_\_\_\_  
(Representative Requesting Evaluation of Person in Section II) (Title/Position)

\_\_\_\_\_  
(Institution/Company)

\_\_\_\_\_  
(Street Address or PO Box) (Suite/Dept.)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Telephone) (Email Address)

### SECTION 2: PERSON WHOSE EDUCATIONAL CREDENTIALS ARE TO BE EVALUATED

NAME: \_\_\_\_\_  
(Last/Family Name) (First/Given) (Second)

NAME AS IT APPEARS ON EDUCATIONAL DOCUMENTS (IF DIFFERENT FROM ABOVE)

\_\_\_\_\_  
(Last/Family Name) (First/Given) (Second)  
Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_. Country of Birth \_\_\_\_\_

Current Mailing Address (Notify us of any changes):

\_\_\_\_\_  
(Street Address (Include Apartment or Suite No) (City) (State) ( Zip Code)

\_\_\_\_\_  
(Telephone No) (Email Address)

**LIST EDUCATIONAL INSTITUTIONS SHOWN ON CREDENTIALS TO BE EVALUATED STARTING WITH HIGH SCHOOL EDUCATION:**

Name of Institution	Country	Dates of Attendance	Major	Date/Degree Awarded?

**INCLUDE THE EXACT MAILING ADDRESS AND EMAIL ADDRESS TO WHICH THE COMPLETED EVALUATION IS TO BE SENT, IF NOT TO YOURSELF. FOR EXAMPLE, A UNIVERSITY INTERNATIONAL ADMISSIONS DEPARTMENT OR OTHER INSTITUTIONAL ADDRESS.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIRMATIONS:**

1. I certify that: to the best of my knowledge, all of the information provided in the application is correct.
2. I understand that the report is advisory and not binding upon any agency or institution that uses it.
3. I release Foreign Credential Evaluations, Inc. from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation report.
4. I understand that FCE, Inc. will not return the documents if found to be fraudulent and will report this finding to all concerned institutions to which the evaluation is to be sent and to the USCIS.

\_\_\_\_\_  
(NAME – PRINTED) (SIGNATURE) (DATE)

Mail completed application form to:

FOREIGN CREDENTIAL EVALUATIONS, INC.  
1425 Market Blvd., Suite 530  
PMB 305  
Roswell, GA 30076

Telephone: 770-642-1108