

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

The applicant’s education, starting with secondary education and progressing through all stages and awards of post-secondary education, is evaluated for equivalency to the U.S. system of education. Admission requirements for each level of education are stated. The recognition status of the awarding institution(s) is included. Source material by which the equivalency is determined is also cited in the evaluation.

Required documents include **both** transcripts **AND** diplomas/degree certificates. For purposes of enrollment in any U.S. institution of learning, **ORIGINAL RECORDS**, including **diplomas and transcripts**, are required. **Curricula vitae or resumes should not be submitted as they are not official records.**

Application with supporting documentation and payment by company check or money order should be sent to **FOREIGN CREDENTIAL EVALUATIONS, INC., 1425 Market Blvd., Suite 530, PMB 305, Roswell, GA 30076.** Telephone: 770-642-1108. Email: carolyn_christie@fceatlanta.com. Or you can complete the online application. You can pay online by credit card via the PayPal link on our website.

TRANSLATIONS REQUIRED

WE REQUIRE ALL ACADEMIC RECORDS (TRANSCRIPTS AND DIPLOMAS/DEGREE CERTIFICATES) IN THE ORIGINAL LANGUAGE. YOU MUST ALSO PROVIDE AN OFFICIAL, LITERAL (WORD FOR WORD) ENGLISH TRANSLATION BY A CERTIFIED TRANSLATOR FOR ANY DOCUMENTS THAT WERE ISSUED ORIGINALLY IN ANY LANGUAGE OTHER THAN ENGLISH.

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

Select the fees applicable to your request by checking the appropriate box. Calculate the total at bottom of column.

PERSONAL CHECKS OR WIRE TRANSFERS ARE NOT ACCEPTED

Regular Service Document-by-Documnet (Completed within 5 – 7 business days)	\$75.00	_____
Rush Service Document-by-Documnet (Completed next business day)	\$130.00	_____
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, or USPS priority mail to a U.S. address)	\$60.00	_____
Re-evaluation (same fees apply as regular/rush service above)		_____
Total (Add the chosen fees and total – see Payment Options Tab at 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 – regular service or rush service – include a scanned email of the completed evaluation to the email address of your direction on the date completed. Re-evaluations due to submission of additional, supplemental information which was not included with the original evaluation request are charged at the same rate as the original evaluation.

SECTION 1 – COMPANY OR FIRM REQUESTING EVALUATION:

Person with Organization Requesting the Evaluation: _____

Title/Position _____

NAME OF ORGANIZATION: _____

Street No. or PO Box (Suite No) (City) (State) (Zip Code)

(Tel) _____ (Email) _____

SECTION 2 - PERSON WHOSE 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 OF FIRM OR COMPANY REPRESENTATIVE ORDERING EVALUATION:

- 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 any documents if found to be fraudulent and will report this finding to you, to all concerned institutions, including colleges/universities to which the evaluation is to be sent, and to the USCIS.

(NAME – PRINTED) (SIGNATURE) (DATE)

Please return completed application with candidate’s records to:

FOREIGN CREDENTIAL EVALUATIONS, INC.
1425 Market Blvd., Suite 530
PMB 305
Atlanta, GA 30076 770-642-1108 Email: carolyn_christie@fceatlanta.com