

APPLICATION BY AN INDIVIDUAL 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, converts the credits to U.S. semester hours, and converts the grades to the 4.0 (A – F) grading scale. A cumulative grade point average is also included on a 4.0 numeric scale. **THE PERSON WHOSE EVALUATION IS REQUESTED IS RESPONSIBLE TO FIND OUT IF FCE, INC. IS AN APPROVED EVALUATION SERVICE BY THE U.S. UNIVERSITY, COLLEGE OR INSTITUTION TO WHOM THE EVALUATION IS SENT.**

The Course-by-Course Evaluation is usually the only form of evaluation acceptable to U.S. colleges or universities as well as some technical institutions. When applicants only need to show successful completion of secondary education/high school, a Document-by-Document Evaluation may be accepted (please confirm with the international admissions office of the institution you plan to attend). For Course-by Course Evaluations you must have **your official records (transcripts) sent in a sealed envelope by the institution(s) you attended outside the U.S. directly to our office at: FOREIGN CREDENTIAL EVALUATIONS, INC., 1425 Market Blvd., Suite 530, PMB 305, Roswell, GA 30076. TEL: 770-642-1108. IN ADDITION, YOU MUST ALSO SUBMIT EITHER YOUR ORIGINAL DIPLOMA/DEGREE CERTIFICATE OR A SCANNED ELECTRONIC COPY OF YOUR DIPLOMA/DEGREE CERTIFICATE. THE TRANSCRIPT ALONE IS NOT SUFFICIENT. AN OFFICIAL ENGLISH TRANSLATION OF THE DIPLOMA/DEGREE CERTIFICATE IS ALSO REQUIRED.**

Alternately, your original education documents, **including degree certificates, diplomas and marksheets/transcripts AND translations**, can be viewed by the International Admissions Office of the U.S. college/university to which you are 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, which states that the records are recognized by the admissions office of the school as being authentic.

TIME FOR COMPLETION OF EVALUATIONS

Upon receipt of your payment, completed application, official records from your university or school outside the U.S. and translations, the evaluation will be provided. Regular Service Course-by-Course is completed within two to three weeks from the date we receive all required documentation, including your payment, completed application, official records from the non-U.S. institution where you studied and translations. Rush Service Course-by-Course Evaluations are completed within 3 business days of receipt of the same.

TRANSLATIONS REQUIRED

We require all academic records (transcripts and diploma/degree certificates) in the original language. You must also provide an official, literal (word-for-word) English translation by a certified translator of each document that was issued originally in any language other than English. Sources for translations include professional translation services, university-level language professors, and embassy or consulate staff.

FEES (Go to the Payment Options Tab on the Home Page of our website www.fceatlanta.net)

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

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, or 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)		_____

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 or rush service – include a scanned email of the completed evaluation to the email address of your direction.

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'S INTERNATIONAL ADMISSIONS OFFICE 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 my documents if found to be fraudulent and will report this finding to all concerned institutions, including colleges/universities to which the evaluation is to be sent and 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