

APPLICATION BY AN INDIVIDUAL 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. Admissions 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. Documents required include **both diplomas and transcripts**. For any purpose of enrollment in a U.S. institute of learning, **ORIGINAL RECORDS** are required. **Resumes and curricula vitae (CV's) are not accepted as they are not official records.** **Application with supporting documentation and payment by 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). **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.**

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

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

Regular Service Document-by-Document (Completed within 5 – 7 business days)	\$125.00	_____
Rush Service Document-by-Document (Completed the next business day)	\$175.00	_____
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)		_____
High School GPA from an External Exam	\$50.00	_____
Total (Add the chosen selections and total – see Payment Options Tab at home page)		_____

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 an original evaluation.

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. Please note that the Overseas Processing Fee applies if the hard copy is mailed to an address outside of the U.S.

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	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 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)

THE FOLLOWING APPLIES TO APPLICANTS FOR IMMIGRATION PURPOSES

Document-by-Document Evaluations are generally acceptable for obtaining a variety of visas. For the link to USCIS (U.S. Citizenship and Immigration Services) go to <http://www.uscis.gov/portal/site/uscis>. Usually, immigration attorneys handle filing of visa applications but individuals can make application by following the steps set forth in the government's guidelines. An excellent book, How to Secure Your H-1B Visa by James A. Bach & Robert G. Werner, published in 2013, contains valuable information on H-1B visas. There are also other visas which immigration attorneys assist in obtaining.

Mail completed application form to:

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

Telephone: 770-642-1108