



## GENERAL INFORMATION

Evaluation Service, Inc. evaluates foreign academic records ONLY. All service is conducted by mail only.

### 1. DOCUMENT-BY-DOCUMENT Report

This report identifies & describes each academic document and provides an equivalent for each document. Suggested for:

- Employment
- Immigration
- Further education where a breakdown of courses, credits and grades are not required.

#### Documents required:

Application must be accompanied by official copies of all degrees / diplomas / certificates. If documents are not in English, certified English translations must be attached. A complete transcript must be submitted if a grade average is required.

### 2. COURSE & CREDIT Report / with Grade Point Average

This report contains the same information as the document-by-document report and also lists all post-secondary course credits and grades in terms of U.S. equivalents. Suggested for:

- Further education (transfer credit)
- Professional Certification/Licensing

#### Documents required:

Application must be accompanied by official copies of all degrees/diplomas/certificates together with complete transcripts or mark sheets for all courses studied. If documents are not in English, certified translations must be attached. After a preliminary review of the records, a syllabus may be requested by Evaluation Service, Inc.

### 3. MISCELLANEOUS

- Credentials:** Legible, official copies of all original language documents must be submitted with certified English translations.
- Translations:** Photocopies of original language documents, from which certified translations have been made, must be attached. Non-English speaking countries whose institutions issue records directly in English, must submit English records.
- Document Request:** In case of insufficient information or incomplete documentation, a REQUEST FOR ADDITIONAL DOCUMENTATION WILL BE ISSUED. An Evaluation Report will be issued only after all materials have been submitted.

Failure to respond with in twelve months will result in the termination of the application and forfeiture of all fees. There will be no refund of any fees paid. A new application will need to be submitted thereafter.

- Evaluation Service, Inc. reserves the right to review original documents for verification purposes.
- Photocopies of all documents become the property of Evaluation Service, Inc.

*Evaluation Service, Inc. is incorporated under the laws of the State of New York.*

## TERMS AND CONDITIONS

### 1. FEES

a. **Document-by-Document (\$75.00).** Processing time is 7 working days from receipt of all required documents and fees. More time may be required if special research is necessary.

b. **Course & Credit w/GPA (\$150.00).** Processing time same as document-by-document.

c. **Three-day Rush (\$65.00 added to basic fee).** Processing time is three working days from receipt of all required documents and fees.

d. **24-Hours (\$125.00 added to basic fee).** Processing time is 24 hours from receipt of all required documents and fees. Report will be faxed upon completion with hard copy to follow by priority mail. Please call (847) 477-8569 for further information and courier address.

e. **Extra Copies (\$25.00 each).** Additional copies or copies to be forwarded to third parties. **After the initial report has been prepared and mailed, extra copies are \$30.00.**

f. **Refunds: Issued in case of overpayment only.**

g. **Fees are not refunded once an application is submitted.**

h. **Fees subject to change without notice.**

### 2. MISCELLANEOUS

a. Applicants are advised to check with the agency or institution to which the report is to be submitted to assure that the report from Evaluation Service, Inc. will be recognized.

b. Reports are based on the strength of the documents presented. Re-evaluation on documents not submitted with the initial application are considered new evaluations. A charge of report from a document-by-document to a course & credit report is \$100.00

c. Reports are based on current information and available resources. Evaluation Service, inc. may reassess equivalencies as new information becomes available.

d. A document-by-document report will be prepared if it has been determined that no post-secondary education was completed.

e. Evaluation Service, Inc. reserves the right to contact the issuing institution for document verification.

f. When Evaluation Service, Inc. determines that a document has been forged or altered, an evaluation report will not be prepared. Indicated recipients of copies will be informed. No refund will be issued.

g. Evaluation Service, Inc. reserves the right not to accept an application for processing and evaluation.

h. All transactions are conducted by mail. Completed evaluation reports are sent by regular mail, unless otherwise specified (see front of application).

i. Copies of evaluation reports and credentials are archived by Evaluation Service, Inc. for three years.