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Individual Application for Credentials Evaluation

Date: _____ Due: _____ Delivery by: ☐ Pick up ☐ Mail

PERSONAL INFORMATION

First Name _____ Middle Initial _____
Last Name _____
(OR FAMILY NAME)
Maiden Name _____
Date of Birth _____
Country of Birth _____ Citizenship _____
Sex ☐ Male ☐ Female
Home Phone _____ Business Phone _____

MAILING ADDRESS

Street Address 1 _____
Street Address 2 _____
City _____ State _____ ZIP Code _____
Country _____

EVALUATION INFORMATION

Please tell us why and for whom (school, employer, etc.) you need this evaluation:

TYPE OF EVALUATION REQUESTED (MUST BE PAID IN FULL)

General Education Evaluation Report (10-15 DAYS)	\$125.00
General Education Evaluation Report (6-9 DAYS)	\$150.00
General Education Evaluation Report (3-4 DAYS)	\$200.00
Detailed Education Evaluation Report (15-18 DAYS)	\$250.00
24-hour service	Call for price and availability
Extra Copy*	\$5.00
Return of Evaluation by Priority Mail (USPS)	\$12.00
Return of Evaluation via Fedex - 2-day service	\$25.00
Return of Evaluation via Fedex - Overnight service	\$35.00
Telephone consultation	\$50/hr or partial hour

*Extra copy requested after evaluation has been completed is \$50.00

If you wish to have your evaluation submitted directly to an immigration attorney, university admissions office, armed forces education officer, state licensing board, or employer, please designate in the space provided below:

Name

Title

Firm or Institution

Mailing Address

SUMMARY OF EDUCATIONAL EXPERIENCE

Below please list schools, degrees and other information requested. We ask you to carefully follow the instructions.

Academic Year	Age	Grade Level	Type of School	Name of School	Degree Awarded

See other side for Document Check List

NOTICE TO APPLICANTS

Have you submitted all possible academic and professional credentials for evaluation? Are there any diplomas, certificates, transcripts, licenses or other documents missing that you would like us to examine, which you do not have with you today? We'll be happy to begin the evaluation of your credentials once you tell us that we have everything necessary to complete our evaluation.

Remember: U.S. Credentialing renders its findings based solely upon the documents that you have submitted for evaluation. Evaluations by U.S. Credentialing indicate academic equivalence only, along with any appropriate placement recommendation. It's not possible for us to tell you ahead of time whether you have the credentials for a particular evaluation result. Nor do our evaluations indicate whether additional documentation might change our determination or recommendation.

If you provide additional documentation for consideration once we have already returned our completed evaluation to you, then U.S. Credentialing reserves the right to re-evaluate all of your credentials and charge you according to our regular fee schedule.

Thank you for your understanding and cooperation.

U.S. Credentialing

Signature

Date