**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., 8343 Roswell Road, Atlanta, GA 30350. 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 OTHERTHAN ENGLISH.**

**FEES (See Payment Options tab on Home Page of our website** [**http://www.fceatlanta.net**](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-Document (Completed within 5 – 7 business days) $70.00 \_\_\_\_\_\_

Rush Service Document-by-Document (Completed within 24 hours) $125.00 \_\_\_\_\_\_

Extra copy of Evaluation provided with original evaluation request $15.00 \_\_\_\_\_\_

Extra copy of Evaluation requested at a later date $25.00 \_\_\_\_\_\_

Overseas Processing Fee (when completed evaluation is mailed to address outside the U.S.) $35.00 \_\_\_\_\_\_

Express Mail (e.g. FEDEX, UPS, or USPS priority mail to a U.S. address) $45.00 \_\_\_\_\_\_

Re-evaluation (same fees apply as regular/rush service above) \_\_\_\_\_\_

**Total (Add the chosen fees and total – see Payment Options Tab at home page) \_\_\_\_\_\_**

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 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.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**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.**

**8343 Roswell Road**

**Atlanta, GA 30350 770-642-1108 Email:** **carolyn\_christie@fceatlanta.com**