



Application Instructions for Translation/Evaluation for Ouachita Baptist University

7900 Matthews-Mint Hill Rd.,
Suite 300
Charlotte, NC 28227
(704) 772-0109
admin@foreigntranscripts.com

1. Completing the Application

- A. Submit the application by one of the following options:
 - I. Printing and mailing to the address above
 - II. Emailing the application to info@foreigntranscripts.com
- B. Submit the documents that you would like translated/evaluated along with the application (see step 2 for required documentation). You will receive a confirmation email when your application has been received.

2. Submitting Documents to be Evaluated

- A. Photocopy of original high school diploma and all college/university diplomas and certificates.
- B. Request that your previous institution(s) send IEE, Inc. an official transcript in English. You may fill out the "Request for Academic Records" on the final page of this packet if there is no other way of requesting them. If you are unable to have an official transcript sent from your previous institution, then submit all your certified original documents with your application. IEE, Inc. will attempt to verify them with your institution; however, additional processing time will be required and verification cannot be guaranteed.
 - I. If you are an entering freshman, submit your high school transcript
 - II. If you are a transfer student, submit your post-secondary transcripts. IEE, Inc. does not need to receive the high school transcript.
- C. On the application, select one or more the following services:
 - I. **Translation** of your transcript, if not already in English (priced by page)
 - II. **Course Report Evaluation** of your education (\$135 for high school only / \$165 for post-secondary)
 - III. **Revision Fee for High School Only** (\$50) only if you have previously had your high school education evaluated by IEE, Inc. and are adding the final semester. (e.g. updated transcript). Adding the final year/semester of post-secondary credit will have a fee determined on a case-by-case basis.
- D. **Please note, Ouachita Baptist University receives the completed evaluation both through email and through the regular post. If you would like to have your original documents returned to you, please choose and pay for a second shipping service (at least USPS Priority Mail for domestic returns or International Express for international returns).**

3. Paying for an Evaluation

- A. No translation/evaluation will be started before receipt of payment. Please indicate clearly on page 2 which services you require. Make sure to order the Required Emailed Copy for OBU (\$10).
- B. Add up the total cost (do not forget to include shipping, unless in-office pick-up) and indicate on the application how you will pay. You may pay via one of the following methods:
 - I. Pay online (www.foreigntranscripts.com)
 - II. Write credit card information on application or call office to provide credit card information
 - III. Send money order. **We do not accept personal checks.**
- C. Please submit payment at the same time as you submit the application.

4. Processing and Delivery Time

- A. Once we receive the Completed Application, Required Documents, and Correct Payment, the standard turn-around time in our office is approximately 2 weeks. This does not include delivery time which may vary depending on location.
- B. If you need an evaluation more quickly than that, we offer expedited services for additional fees (Same Day Service/\$200 if all documents received by 11am; Special Service 1-2 business days in office/\$100; Rush Service 5 business days in office/\$50)



**INTERNATIONAL EDUCATION
EVALUATIONS, INC.**

7900 Matthews-Mint Hill Rd., Suite 300
Charlotte, NC 28227
Phone: (704) 772-0109 Fax: (704) 545-2484
www.foreigntranscripts.com

IEE use only

APPLICATION FOR ACADEMIC EVALUATION

APPLICANT INFORMATION

Full Name (as you wish it to appear on evaluation):

Family/Last Given/First Second/Middle Maiden or Unmarried Name
Other names that appear on your documents:

Date of Birth: Email:

Daytime Phone: Other Phone:

Mailing address: **Apt. #**

City: State/Province: ZIP Code:

Country of birth: Country of citizenship: Gender:

*Check here if you wish the evaluation report to be sent to an address different than your mailing address
*If sending to a school, business, or institute, please include specific name or department.**

1. Ouachita Baptist University 2. _____
Attn: Amy Gattis _____
410 Ouachita St., OBU Box 3777 _____
Arkadelphia, AR 71998 _____

Please select and describe the purpose of your evaluation (select all that apply): (REQUIRED)
Immigration Employment Military enlistment
Further Education - Name of school(s): Ouachita Baptist University Intended Major: _____
Teacher Licensure (state) _____ Other: _____

Any special instructions/needs for your evaluation?

Have you had an evaluation completed by IEE, Inc. before?
If yes, please supply the following information, if known:
Date (at least the year): Reference Number:
Country: Name at the time the evaluation was completed:

EDUCATIONAL HISTORY
(Please attach additional page to list education if needed)

Please list all educational institutions/schools that you have attended, including secondary/high school

Name of school	Country	Year Entered	Year Finished	Exact name of diploma, degree, or title received

Please explain any lapses in education:

DOCUMENTATION TO BE SUBMITTED
(Please indicate how you will be submitting your documents for evaluation)

I am mailing academic documents to IEE, Inc.
I *will request* documents to be sent to IEE, Inc. **directly** from my institution(s).
(Please use Request for Academic Records form)
I *have requested* documents to be sent to IEE, Inc. **directly** from my institution(s).
Date requested: _____
No transcript received directly from the issuing institution will be returned to the student.

APPLICATION FOR ACADEMIC EVALUATION

TRANSLATION SERVICES (if needed)

Are your documents already in English?

- *NOTE: Translations done in the United States must be by a Certified Translator. Translations done by a Notary Public or individual are not accepted (unless either is a Certified Translator, as well)*

If not, please indicate how you will be providing us certified translations:

I will have my documents translated by a Certified Translator and submit them to IEE, Inc. as soon as they are ready

I will have IEE, Inc. translate my documents. *Please write on the lines below which pages, in specific, need to be translated and what the original language is (e.g., Spanish, Arabic, Romanian, etc.)*

IEE Translation Rates: 1-2 pages: \$60 per page + \$15 set-up fee _____ pages x \$60 + \$15 = \$ _____
 3-5 pages: \$50 per page + no set-up fee _____ pages x \$50 = \$ _____
 6+ pages: \$45 per page + no set-up fee _____ pages x \$45 + \$ _____

EVALUATION / TRANSLATION SERVICES

*Please check the services you wish to purchase.
 Not sure which evaluation you need? Please see page 3 of this application for an explanation of the two reports.*

Primary Services

Course Report Evaluation (High School/Secondary Only) - \$135
 Course Report Evaluation (College/University/Post-Secondary) - \$165
 Revision fee (to add final semester to previous evaluation) - \$50
 Translation – Total from above section: \$ _____

Additional Services

Extra Copy w/ initial order - \$10 each
 Quantity: _____ x \$10 Total: \$ _____
 Required Emailed Copy for OBU - \$10
 Additional Emailed Copy - \$10
 Faxed copy - \$5
 Copy documents (additional fees may apply)

Shipping Options - Domestic

In-office pick up - no cost
 Standard Mail - \$3 (per address) _____ x \$3 = _____
 USPS Priority Mail - \$10 (per address) _____ x \$10 = _____
 USPS Express Mail - \$30 (per address) _____ x \$30 = _____
 Fed Ex Overnight - \$45 (per address) _____ x \$45 = _____

Expedited Services

Same Day Service (in by 11am) - \$200
 Special Service (1-2 business days) - \$100
 Rush Service (5 business days) - \$50
 * The standard time for evaluation is 2 weeks. If you need it sooner than that, please select one of the expedited services.
 * All expedited fees are **in addition** to the price of the evaluation

Shipping Options - International

Express (Fed Ex or DHL) - \$120 _____ x \$120 = _____

*** If more than one shipping option is chosen, please indicate the method of shipping next to the appropriate address listed on page 1.**

TOTAL AMOUNT \$ _____

PAYMENT INFORMATION

Method of payment: Money Order Cash Credit/Debit Card - Supply information below (V, MC, AmEx, Discover)
 Credit/Debit Card Online - if you wish to use your credit card to pay online, please submit the application, select which services you need on our website, and check out online. **If you cannot process your payment online, please call our office.**

Credit Card Number: _____ Exp. Date: _____ Security Code: _____

Signature of Card Holder: _____ Billing ZIP Code: _____

Card Holder's Name Printed: _____

***** We do not accept personal checks*****

CERTIFICATION

I certify that I have read the instructions and that I agree to the conditions and terms therein stated; that all of the information provided is accurate to the best of my knowledge; that International Education Evaluations' report is advisory only and is not binding on any agency or institution that may use it. I release International Education Evaluations for any damages resulting from the use of this evaluation report. I understand that IEE, Inc. evaluations may not be accepted by all academic or certification institutions.

Signature of applicant: _____ Date: _____

Name printed: _____



Request for Academic Records

Note to Applicant: It is the responsibility of individual applicants to have their academic records forwarded to IEE, Inc. Please complete the top part of this form and submit it to the registrar/controller of examinations/or other authorized official at the academic institution where you obtained your credential(s). Print additional copies of this form if necessary. *Please note that some institutions may charge a fee for this service.*

Last / Family Name		First / Given Name	
Previous Name (if applicable)		Date of Birth (dd/mm/yyyy)	
Institution Name		Dates Attended From: (mm/yyyy) To: (mm/yyyy)	
Degree Name (if applicable)	Year of Award (if applicable)	Major	
Student ID or Roll Number (if applicable)		Applicant's Email Address	

I hereby authorized the release of my academic records to International Education Evaluations, Inc.

Applicants Signature _____ **Date** _____

Note to Authorized Official: The above-named person seeks to have his/her credentials evaluated and requests that a transcript of his/her academic records/statement of marks - showing all subjects completed and all grades/marks awarded for all years of study - be released to **International Education Evaluations, Inc.** Please complete this form, place the form and academic record in an envelope, sign and seal the envelope across the back flap, and send it directly to **International Education Evaluations, Inc.** at the address below.

Name of Official Completing Form		Title	
Address		URL www.	
City	Country	Postal Code	
Telephone	Fax	Email	

Confirmation: I confirm that the student named above attended _____
Institution Name

Dates of Attendance: From _____ To: _____
Month/Year Month/Year

Degree Obtained (if applicable): _____ **Date Awarded:** _____

Authorized Signature and Seal **Date**

Please mail all correspondence to:
International Education Evaluations Inc.
7900 Matthews - Mint Hill Rd, Suite 300
Charlotte, NC 28227-6566
USA

For electronic correspondence:
info@foreigntranscripts.com

****Please return this form together with the official academic records/statement of marks****