



# Application Instructions for Evaluation of Foreign Academic Credentials For Employment or Licensure

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

## 1. General Procedures

A. If you are seeking admission to an institution of higher education you should go to the "students" page of our website and see if your intended college/university is listed in the right hand column. If your college/university is listed you should close this file and open the application for that school. Our reports are not accepted at all U.S. colleges/universities. If you are not sure, you should contact your school to make sure they will accept our evaluations. No refunds are given if your college/university does not accept our evaluation.

B. To begin an evaluation IEE, Inc. must receive: 1. Completed Application, 2. All Required Documents, and 3. Correct Payment (personal checks not accepted). Failure to submit all required documentation will delay the processing of your evaluation.

## 2. Completing the Application

A. You may submit this application by:

I. Printing and mailing to the address above along with the documents you would like to have evaluated.

II. Printing, scanning, and emailing to: [info@foreigntranscripts.com](mailto:info@foreigntranscripts.com)

III. Saving the completed pdf file to your computer and attaching to an email to: [info@foreigntranscripts.com](mailto:info@foreigntranscripts.com)

*\*Option 3 is only possible for those using Adobe Acrobat X or higher. If you do not have this program or receive any error when opening this file, please use method I or II\**

B. You may contact our office if after reading all information you still have questions about the report or required documentation.

## 3. Required Documentation

A. Submit all required academic records (i.e. diplomas, degree certificates, examination records, marks sheets, transcripts, records of grades, etc.) It is always best to send all relevant academic records, including secondary and post-secondary credentials; this will result in a more accurate and comprehensive evaluation of your education. There is only one evaluation fee regardless of the number of documents you are having evaluated. IEE, Inc. reserves the right to request additional documentation at our full discretion.

B. *Translation:* If your documents are not in English, submit certified translations as well as the documents in their original language. If you do not have certified translations, you may also have IEE, Inc. or another Certified Translator translate your documents. Translations done by a Notary Public are not acceptable.

C. How to submit your documents:

I. If you have your **original** transcripts/record of grades in signed and sealed envelopes by the issuing institution, you may mail those to IEE along with your application. If you would like your original documents back, include a note on your application stating "Return Originals" and select at least the USPS Priority Mail shipping option (\$10), so that the original documents can be returned with a tracking number.

II. If you do not have your **original** transcripts/record of grades, you must ask each foreign school to send your **original** transcripts/record of grades **directly to IEE**, either by email or regular mail. You may use the attached **Request for Academic Records Form** to help facilitate this process. Then, either email/mail your application to us and check the box on the application that says that you have requested your records to be sent to us directly from your educational institution(s).

III. Photocopies/scanned copies of diplomas and degree certificates are generally acceptable, but you must **submit original transcripts or marks sheets**. Photocopies/scanned copies of transcripts **will not** be accepted, we must see the **original** transcripts for verification purposes.

## 4. Payment

A. No evaluation will be started before receipt of payment. Please indicate clearly on page 3 of this file which services you require. An explanation of the different types of Evaluation Reports can be found on page 4 or on our website.

B. You may either: 1. Pay [online](#); or 2. Include credit card information on this application; or 3. Send a money order or cashier's check in the mail. **We do not accept personal checks.** Please submit payment at the same time as you submit the application.

## 5. 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 2 weeks. This does not include delivery time which may vary depending on location.

B. If you need an evaluation faster than that, we do 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). The expedited service begins from the time we receive the Completed Application, Required Documents, and Correct Payment.

## 6. Other

A. IEE, Inc. evaluations are based on the judgment of evaluators experienced in international education, a review of current literature, and documentation provided. We are members of NAFSA: Association of International Educators, the America Association of Collegiate Registrars and Admissions Officers (AACRAO), and TAICEP. As such we refer to guidelines established by these organizations in the preparation of our evaluations.

B. While we guarantee that our evaluations are carried out by experienced evaluators, we cannot guarantee that the results of the evaluation will accord with the opinion of the client or any third party that receives the evaluation.

C. Because education is always changing, the equivalency of an evaluation and availability of information from certain countries may also change over time. Our evaluations reflect the current policies and standards within the educational environment as of the date of evaluation.



**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. \_\_\_\_\_                      2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please select and describe the purpose of your evaluation (select all that apply): (REQUIRED)**  
Immigration                      Employment                      Military enlistment  
Further Education - Name of school(s): \_\_\_\_\_                      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

Document Report Evaluation - \$80  
 Course Report Evaluation (High School/Secondary Only) - \$135  
 Course Report Evaluation (College/University/Post-Secondary) - \$165  
 Add final year to previous evaluation (H.S. only) - \$50  
 Translation – Total from above section: \$ \_\_\_\_\_

Additional Services

Extra Copy w/ initial order - \$10 each  
    Quantity: \_\_\_\_\_ x \$10 Total: \$ \_\_\_\_\_  
 Emailed Copy - \$20  
 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: \_\_\_\_\_

**PLEASE SUBMIT THIS APPLICATION TO US BY ONE OF THE FOLLOWING METHODS:**

- 1) PRINT APPLICATION AND MAIL TO OUR PHYSICAL ADDRESS
  - International Education Evaluations, Inc.  
7900 Matthews-Mint Hill Rd., Suite 300  
Charlotte, NC 28227
- 2) PRINT APPLICATION AND EMAIL TO OUR EMAIL ADDRESS
  - [info@foreigntranscripts.com](mailto:info@foreigntranscripts.com)
- 3) SAVE COMPLETED APPLICATION (.PDF) AND EMAIL TO OUR EMAIL ADDRESS
  - **\*Attention: This option only possible for those using Adobe Acrobat X or higher.**
  - **If you do not have this program or receive any error please use methods 1 or 2\***
  - [info@foreigntranscripts.com](mailto:info@foreigntranscripts.com)

**YOU MAY SUBMIT PAYMENT FOR THE EVALUATION BY ONE OF THE FOLLOWING METHODS:**

- 1) SEND A MONEY ORDER IN THE MAIL
  - 2) PAY CASH (IN OFFICE)
  - 3) INCLUDE CREDIT CARD INFORMATION ON THE APPLICATION ABOVE
- OR*
- 4) ONLINE
    - GO TO THE "FEES" PAGE OF OUR WEBSITE **AFTER** SUBMITTING THE APPLICATION AND PURCHASE THE APPROPRIATE SERVICES

**Final Checklist for Evaluation:**

- Application submitted
- Academic records submitted
- Translations submitted (if applicable)
- Payment submitted

If you have any questions, please call us at: (704) 772-0109 or email us at: [info@foreigntranscripts.com](mailto:info@foreigntranscripts.com)

**THE DOCUMENT REPORT AND THE COURSE REPORT****We offer two basic types of educational evaluations:****\* Document Report**

- The Document Report will give the U.S. equivalent for each academic credential you submit to us (e.g. high school diploma, Bachelor's degree, transcript, etc.) It will notate how long you studied and give a short description of your program and its requirements.
- The Document Report is often used for employment, immigration, and education situations, where **transfer credit and a Grade Point Average (GPA) are not required.**
- The basic fee for the Document Report is \$80.

**\* Course Report**

- The Course Report will give the same information as the Document Report - it will indicate the U.S. equivalent for each academic credential you submit to us (e.g. high school diploma, Bachelor's degree, transcript, etc.) *In addition*, it will contain a section that lists each course on every transcript submitted, assign each course a U.S. equivalent grade and credit hours, and give the Grade Point Average (GPA).
- The Course Report is often used for employment, immigration, and education situations, where **individual courses, transfer credit, and/or a Grade Point Average (GPA) are relevant or required.**
- The basic fee for the Course Report is \$135/\$165.

**\* Which report do I need?**

- The main difference between a Document Report and a Course Report is that the Document Report **will not** list individual courses, credits, or GPA; the Course Report **will**.
- For more information on what types of evaluations are often required in specific cases, please see the links on the right-hand side of the screen.
- Ultimately, it is the responsibility of the individual client to know what the institution (school, employer, or other) who is accepting the evaluation will want to see on the evaluation.



# 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\*\***