



# Application Instructions for Translation/Evaluation for UGA

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

## 1. Completing the Application

- A. If you are **an entering freshman**, you do not need to apply for an academic evaluation through IEE, Inc. If you are **a transfer student** with university-level education, please complete the application on pages 2 and 3 of this application.
- B. Submit the application by one of the following options:
  - I. Printing and mailing to the address above
  - II. Visiting us during our office hours (M-F 8am-4:30pm)
  - III. Emailing the application to [info@foreigntranscripts.com](mailto:info@foreigntranscripts.com)
- C. 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 or university diplomas and certificates.
- B. Request that your previous post-secondary institution(s) send to 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 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.
- 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 (\$165)
  - III. **Revision Fee** (\$50) only if you have previously had your education evaluated by IEE and are adding the final semester. (e.g. updated transcript).

## 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 UGA (\$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](http://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 faster 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)

## 5. Admission to Other Colleges or Universities

- A. Please be advised that these instructions are only for admission consideration to NCSU. Other colleges may have additional/differing documentation requirements.
- B. If you would like to have an evaluation sent to another college/university, please order the "Course Report Evaluation (other university)" for \$80.
- C. Please contact IEE staff if you have any additional questions concerning using IEE evaluations.



**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.*

<p><u>Primary Services</u></p> <p>Course Report Evaluation (UGA Only) - \$165          Course Report Evaluation (other university) - \$80          Revision fee (to add final semester to previous evaluation) - \$50          Translation – <i>Total from above section</i>: \$ _____</p>	<p><u>Additional Services</u></p> <p>Extra Copy w/ initial order - \$10 each  <i>Quantity: _____ x \$10 Total: \$ _____</i>          Required Emailed Copy for UGA - \$10          Additional Emailed Copy - \$10          Faxed copy - \$5          Copy documents (<i>additional fees may apply</i>)</p>
<p><u>Shipping Options - Domestic</u></p> <p>In-office pick up - no cost          Standard Mail - \$3 (<i>per address</i>)    _____ x \$3 = _____          USPS Priority Mail - \$10 (<i>per address</i>)    _____ x \$10 = _____          USPS Express Mail - \$30 (<i>per address</i>)    _____ x \$30 = _____          Fed Ex Overnight - \$45 (<i>per address</i>)    _____ x \$45 = _____</p> <p><u>Shipping Options - International</u></p> <p>Express (Fed Ex or DHL) - \$120    _____ x \$120 = _____</p> <p><b>* If more than one shipping option is chosen, please indicate the method of shipping next to the appropriate address listed on page 1.</b></p>	<p><u>Expedited Services</u></p> <p>Same Day Service (in by 11am) - \$200          Special Service (1-2 business days) - \$100          Rush Service (5 business days) - \$50</p> <p>* 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 <b>in addition</b> to the price of the evaluation</p> <p><b>TOTAL AMOUNT</b>    \$ _____</p>

### 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\*\***