

Instructions for the Evaluation of Foreign Academic Credentials For Admission to

Western Carolina University

For Freshman Students - first year students

1. Fill out the "Application for Academic Evaluation" found on the following page. Be sure to fill it out completely - requesting a "Course Report" (cost is \$135.00 for high school only) and at least one "Extra Copy" (cost is \$10.00). We will send one report to WCU and remaining copies to the address indicated on the application.
2. Mail to IEE, Inc. the application, original transcripts, marks sheets, end of grade or end of secondary school examination certificates along with payment. If you would like the originals sent back to you please include a note saying "Please return original documents" and order the "Priority Mail" shipping option if you would like a tracking number.
3. If you do not have original documents you should fill out the "Request for Academic Records" and send it to the appropriate institution. We will keep your application on file until we receive the official certified copies from the institution.
4. If your documents are in a language other than English you must;
 - a. Provide a certified English translation of your documents (must be performed by a legal company - certified to do translations) or;
 - b. Indicate on the application that you would like IEE, Inc. to perform the translation. You will receive the official translation with your original IEE, Inc. academic evaluation.
5. If IEE, Inc. needs additional documentation you will be contacted by phone or the email address given on the application.

For Transfer Students - students with less than 60 hours of post-secondary credit.

1. Follow the same instructions for "Freshman Students" and request original certified transcripts for all non-US post-secondary education to be sent directly to IEE, Inc. (use "Request for Academic Records"). Please note that a "Course Report" for post-secondary education is \$165.

For Transfer Students - with two years or more of post-secondary education or associate's degree.

1. Fill out the "Application for Academic Evaluation " found on the following page. Be sure to fill it out completely - requesting a "Course Report" (cost is \$165.00 for post-secondary education) and at least one "Extra Copy" (cost is \$10.00). If all of your post-secondary education was completed at a U.S. institution you should request a "Document Report" (cost is \$80.00) and at least one "Extra Copy" (cost is \$10.00). We will send one report to WCU and remaining copies to the address indicated on the application.
2. Mail to IEE, Inc. the application, original transcripts, marks sheets, end of grade or end of secondary school examination certificates along with payment. If you would like the originals sent back to you please include a note saying "Please return original documents" and order the "Priority Mail" shipping option if you would like a tracking number
3. If you do not have original documents you should fill out the "Request for Academic Records" and send it to the appropriate institution(s). We will keep your application on file until we receive the certified copies from the institution(s).
4. If your documents are in a language other than English you must;
 - a. Provide a certified English translation of your documents (must be performed by a legal company - certified to do translations) or;
 - b. Indicate on the application that you would like IEE, Inc. to perform the translation. You will receive the official translation with your original IEE, Inc. academic evaluation.
5. If IEE, Inc. needs additional documentation you will be contacted by phone or the email address on the application.

For Graduate Students - those with a first degree (three or more years) from a non-US post-secondary institution.

1. Fill out the "Application for Academic Evaluation " found on the following page. Be sure to fill it out completely - requesting a "Course Report" (cost is \$165.00 for post-secondary education) and at least one "Extra Copy" (cost is \$10.00). IEE, Inc. will send one report to WCU and remaining copies to the address indicated on the application.
2. Mail to IEE, Inc. the application, photo copies of all diplomas or graduation certificates along with payment.
3. Fill out the "Request for Academic Records" and send it to all post-secondary institution(s) you have attended. We will keep your application on file until we receive the certified copies from the institution(s).
4. If your documents are in a language other than English you must;
 - a. Provide a certified English translation of your documents (must be performed by a legal translation company - certified to do translations) or;
 - b. Indicate on the application that you would like IEE, Inc. to perform the translation. You will receive the official translation with your original IEE, Inc. academic evaluation.
5. If IEE, Inc. needs additional documentation you will be contacted by phone or the email address on the application.



**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: _____ a : _____

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): University of Western Carolina 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
- 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

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

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:
admin@foreigntranscripts.com

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