



Application Instructions for Evaluation for UCA

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

Undergraduate Students

- 1) Complete the application found on the following page.
 - a. You will need a **Course Match Report** (\$245) for UCA.
 - b. If you are applying to a different university as well, please order a **Course Match Report + Course Report** (\$325). The additional report will be in a format that is valid for a different university.
 - c. If your transcript is not already in English you may also order a **Translation** of your transcript (priced by page).
 - 2) Mail IEE, Inc. the following documents:
 - a. Application for Evaluation (This application may be emailed, but IEE cannot accept emailed versions of academic documents from the student.)
 - b. Original high school diploma and all original college/university diplomas and certificates.
 - c. Original college/university transcript of grades
 - i. *Note:* Please ask your home institution(s) to send your transcript directly to IEE. If you send your transcript to IEE, it may cause a delay in the evaluation process as we attempt to verify it by other means.
 - 3) Pay for your evaluation:
 - a. You may include your credit card information on the application; OR
 - b. You may send a money order; OR
 - c. You may pay online at www.foreigntranscripts.com
- Your evaluation will be completed in 2 weeks unless an expedited service is selected. This does not include translation and delivery time which may vary.

Graduate Students

- 4) Complete the application found on the following page.
 - a. You will need a **Course Report** (\$165)
 - b. If you are applying to a different university as well, please order an **Extra Copy of Course Report** (\$20).
 - c. If your transcript is not already in English you may also order a **Translation** of your transcript (priced by page).
 - 5) Mail IEE, Inc. the following documents:
 - a. Application for Evaluation (This application may be emailed, but IEE cannot accept emailed versions of academic documents from the student.)
 - b. Original high school diploma and all college/university diplomas and certificates.
 - c. Original college/university transcript of grades
 - i. *Note:* Please ask your home institution(s) to send your transcript directly to IEE. If you send your transcript to IEE, it may cause a delay in the evaluation process as we attempt to verify it by other means.
 - 6) Pay for your evaluation:
 - a. You may include your credit card information on the application; OR
 - b. You may send a money order; OR
 - c. You may pay online at www.foreigntranscripts.com
- Your evaluation will be completed in 2 weeks unless an expedited service is selected. This does not include translation and delivery time which may vary.

CLIENT AGREEMENT AND INFORMATION

- IEE will not begin an evaluation before the application, required documentation, English translation (if necessary), and payment have been received.
- After application, full documentation, English translation (if necessary), and payment have been received IEE evaluations take approximately 2 weeks to complete in our office. If an evaluation is needed more quickly than that an expedited service must be ordered.
- By signing, you authorize IEE to contact your home institution(s) regarding your academic credentials and study. IEE may need to do this should further information on your qualification/program be required or should an attestation of document authenticity be required.
- IEE may request additional verification for any credential that you provide. This verification may be deemed necessary at any point during the evaluation process. This may cause your evaluation to be delayed beyond the expected due date while IEE contacts your home institution. You will be charged a \$60, non-refundable verification fee.
- IEE evaluators may request additional documentation from you at any point during the evaluation service. This may cause your evaluation to be delayed beyond the expected due date.
- Expedited service evaluations may be subject to delay, due to verification or the need for additional documentation.
- If you choose to cancel your evaluation, IEE will refund you all fees that were paid, less a \$75 cancellation (administrative) fee, less any shipping fee required for returning your original documents.
- If any part of your service has been completed when you request a cancellation, you will not be refunded for that completed service.
- You are paying IEE for a professional opinion regarding your foreign academic qualifications. If you do not agree with the final outcome of the evaluation, you will not be refunded for the service.
- IEE evaluation reports are advisory in nature and are not legally binding on any agency or institution in the United States.
- IEE evaluation reports are not accepted by every institution in the United States. It is your responsibility to verify that the institution you ask IEE to send your evaluation to does, in fact, accept IEE evaluations.
- Should you have any questions or concerns about your evaluation, please submit an email to IEE for review. IEE will review the written inquiry but cannot guarantee a revision of the evaluation. Any revision that is approved may be subject to an additional fee.
- If you mail original academic documents to IEE, IEE will return them via the shipping method you select on page 2 of the application. IEE is not liable for documents lost or damaged once they leave IEE's office.
- All academic transcripts and records that IEE receives directly from any foreign institution are the property of IEE and will not be sent to you.
- Applications which are submitted to IEE and which are not completed within 1 year will be cancelled.
- If you submit fraudulent or altered academic records IEE will not return them to you. No refund will be issued. IEE is obligated to share your name, date of birth, country, and institution name with all other NACES members in the event of confirmed fraud.

By signing here you affirm that you have read and agree to the terms listed above.

Client's signature:

Date:



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****