



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
 - b. Photocopy of high school diploma and all college/university diplomas and certificates.
 - c. Original college/university transcript of grades sent to IEE, Inc. directly from issuing institution.
 - i. *Note:* If you send IEE, Inc. the original transcript that is in your possession we will attempt to verify the transcript in-office. However, if we are unable to do so you will need to request it directly from your school.
 - ii. *Note:* If you send your original documents and want them returned to you, please choose and pay for a second shipping service (at least **USPS Priority Mail** for domestic returns).
 - 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 approximately two weeks unless an expedited services is selected. This does not include 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** (\$10).
 - 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
 - b. Photocopy of high school diploma and all college/university diplomas and certificates.
 - c. Original college/university transcript of grades sent to IEE, Inc. directly from issuing institution.
 - i. *Note:* If you send IEE, Inc. the original transcript that is in your possession we will attempt to verify the transcript in-office. However, if we are unable to do so you will need to request it directly from your school.
 - ii. *Note:* If you send your original documents and want them returned to you, please choose and pay for a second shipping service (at least **USPS Priority Mail** for domestic returns).
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 - c. You may pay online at www.foreigntranscripts.com
- Your evaluation will be completed in approximately two weeks unless an expedited services is selected. This does not include delivery time which may vary.



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
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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. <u>University of Central Arkansas</u> <u>Attn: Office of International Engagement</u> <u>201 Donaghey Ave.</u> <u>McCastlain Hall, Suite 109</u> <u>Conway, AR 72035</u>	2. _____ _____ _____ _____
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Please select and describe your studies at UCA:
 Level of Study you are apply for at UCA: Undergraduate Graduate
 What is your intended area of study or major? _____

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:
 Name: Year: Reference Number: Country:

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 done by a Certified Translator. Translations done by a Notary Public are not accepted.*

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.

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 SERVICES

Please check the services you wish to purchase.

Primary Services

Course Match Report (*Suggested to UCA Undergraduates*) - \$245
 Course Report - \$165
 Course Match Report + Course Report - \$325
 (*For UCA + Other Purpose*)
 Add final year to previous evaluation - \$50
 Upgrade: Course Report to Course Match Report - \$100

Additional Services

Extra Copy of **Course Match Report** - \$10
Quantity: _____ x \$10 = \$_____
 Extra copy of **Course Report** - \$10 each
Quantity: _____ x \$10 = \$_____
 Emailed Copy - \$20

Shipping Options - Domestic

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 = _____

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.

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.
 * All expedited fees are **in addition** to the price of the evaluation

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



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****