



**Application Instructions
for Evaluation of Foreign
Academic Credentials
Embry-Riddle Aeronautical
University**

7900 Matthews-Mint Hill Rd.
Suite 300
Charlotte, NC 28227
(704) 772-0109
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To begin an evaluation IEE, Inc must receive:

1. Completed Application
2. All Required Documents
3. Correct Payment

1. Completing the Application

- A. Complete the application which follows.
- B. Submit the application by:
 - I. Printing and mailing to the address above
 - II. Making an appointment to visit us (M-F 8:30am-3:30pm) – please call for appointments
 - III. Emailing the application – please remember you **must** still physically mail your original, official academic records to IEE or have them sent directly from your home institution. IEE does not accept emailed versions of academic records.
- C. Please submit the documents that you would like evaluated along with the application (see step 2).
- D. You will receive a confirmation email when your application has been received.

2. Submitting Documents to be Evaluated

- A. If you have **secondary / high school education only:**
 - I. Original high school diploma
 - II. Original high school transcript / record of grades or marks (no photocopies, faxes, scans)
- B. If you have **tertiary / university level education** please submit:
 - I. Original university transcript / record of grade or marks and original high school diploma (if you have less than two years of post-secondary study). NO photocopies, faxes, or scans of documents will be accepted. You must have your previous institution (college / university) send your transcripts directly to IEE, Inc.
 - II. If your transcripts are in a language other than English you must have them translated with a certified translator or have IEE translate them.
 - III. Original degree/diploma/certificate of graduation, if applicable.

3. Paying for an Evaluation

- A. No evaluation will be started before receipt of payment. Please check the services you need on page 3.
- B. Add up the total cost (do not forget shipping) and pay via one of the following methods:
 - I. Pay online (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.**

4. Processing and Delivery Time

- A. Once IEE receives the Completed Application, Required Documents, and Correct Payment, the standard turn-around time for the evaluation is 2 weeks. This does not include delivery time which may vary depending on location.
- B. If you need an evaluation sooner than 2 weeks, 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. Additional notes

- A. IEE reserves the right to request additional documentation or to verify documents that appear to be fraudulent. Any document that is confirmed to be fraudulent will not be returned to the client.
- B. IEE cannot issue a refund should you not agree with the results of the final evaluation.
- C. IEE cannot issue a refund if your IEE evaluation report is not accepted by your US university / employer / certification board / etc. It is the client's responsibility to confirm that IEE evaluations are acceptable beforehand.

SERVICES

PRIMARY SERVICES:

Document report: \$80
 Course report (high school only): \$135
 Course report (post-secondary only): \$165
 Course report (high school + postsecondary): \$195
 TOTAL primary services:

EXPEDITED SERVICES:

Rush (5 business days): \$50
 Special service (1-2 business days): \$100
 Same day service (if in by 11am): \$200
***expedited service does not apply toward translation**
 TOTAL expedited services:

ADDITIONAL SERVICES:

Extra hard copy of report: \$20 per copy How many?
 Emailed copy of report: \$20 (**required for ERAU**)
 IEE verification fee: \$60 (you will be notified if this service is required)
 TOTAL additional services:

SHIPPING OPTIONS (MULTIPLY SHIPPING OPTION BY NUMBER OF ADDRESSES)

In office pick-up: free
 USPS Priority Mail: \$10 No. of addresses:
 USPS Express Mail: \$30 No. of addresses:
 FedEx Domestic: \$60 No. of addresses:
 FedEx International: \$120 No. of addresses:

or

I am including pre-paid envelope(s) to return documents TOTAL shipping fees: \$

Note: additional fees may be applied for shipping large documents

TRANSLATION SERVICES:

If your documents are not in English, you must have them translated into English. Your English translation should be completed by a certified translator or by IEE, Inc. Translations done by a Notary Public are not acceptable. If you would like IEE to complete your English translation, please fill out the following fields:

What language are your documents in?
 How many pages would you like translated?

TOTAL translation fee:

*Note: You must add an additional \$25 per page if your documents are in Arabic, Chinese, Italian, Russian or Ukrainian.

NO OF PAGES	COST
1	\$75
2	\$135
3	\$185
4	\$230
5	\$280
6+	\$325 (+\$45 per page after 6 th page)

GRAND TOTAL: \$

PAYMENT INFORMATION

Method of payment: Money Order Credit/debit (below) Online
 Call for payment Cash (provide cardholder name below)

Credit card number:		Expr. Date:		Security code:	
Card holder's name:				Billing zip code:	
Signature of card holder					

This signature authorizes IEE to charge your card for the full amount of the services selected on this application. Please note that if evaluation service is cancelled, a \$75 cancellation fee will apply.

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: