

**Educational Perspectives evaluates only formal educational credentials.**

## 1 Required Documentation

- Official educational credentials for all study completed beginning with secondary school. Please see the **Country-Specific Documentation** menu on our website for further instructions: <http://www.edperspective.org/begin.php>
- One complete set of clear, legible photocopies of all **original** academic credentials submitted for evaluation.
- Photocopies of an official English translation for all non-English documents submitted for evaluation.
- Subject Analysis and Catalog Match evaluations **only**: A curriculum, plan of studies, or syllabus for all academic work completed beyond secondary school.

*Educational Perspectives reserves the right to request original documents and/or documents to be sent directly to us by the issuing institution at any time.*

## 2 Types of Reports, Fees and Services

Report Type	Fee	Purpose
General Report	\$85	Used for employment, immigration and education where transfer of credit is not expected. If the purpose of the evaluation is education, a US equivalent grade point average (GPA) is included.
Detailed Report	\$135	Used for education, transfer of credit, professional licensing/certification. Includes a breakdown of all courses taken, a US credit and grade equivalent, and a grade point average (GPA).
Subject Analysis Reports:		Used for professional licensing/certification. Includes a (GPA), and additional information required by state licensing/certification boards.
▪ Accounting	\$175	
▪ Engineering	\$300	
▪ Landscape Architecture	\$300	
▪ Surveying	\$300	
Catalog Match Report	\$200	Used for undergraduate admission. This type of report is prepared only through prior arrangement with your institution and Educational Perspectives.

**All evaluation reports identify the institution(s) attended, dates of attendance, credentials received, and the US equivalent.**

<b>Fees for Additional Services:</b>	Same Day RUSH Service	\$200.00
	3 Business Day RUSH Service	\$85.00
	Courier Service (Domestic)	\$35.00
	Courier Service (International)	\$60.00
	Priority Mail (US Postal Service only)	\$10.00
	Extra Copy of Evaluation Report after initial application: \$30.00 for first copy; \$10 each additional copy thereafter per request	

### Information Regarding Fees

- The fee for the evaluation report includes two official copies of the report sent by regular postal mail.
- Same Day Rush Service cannot be provided for Catalog Match or Engineering Subject Analysis reports
- Same Day Rush Service **includes overnight domestic courier service**
- Refunds are only given in the case of overpayment; no refunds will be given once an application has been submitted or if the evaluation has been cancelled.
- Payment for services must be made in US dollars by money order, certified bank check, personal check drawn on a US bank account, or credit card (American Express, Visa, MasterCard, Discover only). Please note: a \$30.00 fee will be charged for all checks returned for Non Sufficient Funds. *Fees are subject to change without notice*

**No work will be completed on an evaluation until all required fees have been paid.**

# Instructions and Other Important Information continued....

## 3 Our Policies and Procedures

### • Requests for additional Information or Documents

Upon review of your application and documents, our evaluation staff may determine that additional information is required in order to complete your evaluation. In this case, a 'Document Request' will be issued specifically stating the information that is required. This request will be sent by email and/or regular mail. Educational Perspectives may also attempt to contact you via phone or fax, to inform you of our request. We will keep your application active for six months, but you may request an extension. If we do not hear from you within six months, your application will be inactivated. There is a \$50 reactivation fee. If an application is inactive for six months, all documentation will be discarded. **After that date, all documentation and a new evaluation fee will be required.**

*Educational Perspectives reserves the right to contact educational and governmental institutions in order to obtain additional information regarding the academic program(s) you completed or to verify the authenticity of the documents submitted for evaluation. An evaluation report will be prepared only after sufficient documentation has been received.*

### • Re-Evaluations

Requests for a re-evaluation based on documents that were not submitted with an original application will be treated as a new evaluation. A second payment for the service requested must be made before an evaluation will be prepared.

### • Type of Report Prepared

If Educational Perspectives determines that the education completed is not the equivalent of credit course work offered by a postsecondary institution in the United States, a General evaluation report may be prepared. If a Detailed, Subject Analysis, or Catalog Match evaluation report was requested, the difference in the cost between the report requested and the General report will be refunded. Requests for a Detailed (course-by-course) evaluation of secondary-level and postsecondary study on the same evaluation report will be completed **only** if requested in writing.

### • Refunds

A refund will be made only when an applicant has paid to Educational Perspectives more than the cost of the evaluation report prepared by Educational Perspectives. Fees are not refundable once an application has been submitted. In addition, checks returned as Non-Sufficient-Funds (NSF) will be subject to an additional \$35 fee.

### • Equivalencies and Revisions

The conclusions stated in our evaluation reports are based on in-depth research utilizing the best information and resources available to evaluators in the United States. Our evaluation reports reflect our judgment based on this research. As additional information becomes available, Educational Perspectives reserves the right to reassess our equivalencies. When copies of an evaluation report are requested at a later time, Educational Perspectives is under no obligation to review or revise the report in accordance with any changes that may have occurred. Requests for a review or revision of an evaluation completed more than six months prior to the date of request must be accompanied by a \$50 review fee. This fee does not guarantee that a revision will be made to a completed evaluation.

### • Documentation Issues

We do not return or release any official academic documentation sent directly to us by the issuing institution; English translations, curricula, syllabi, and academic credentials sent directly to us by the issuing institution become the property of Educational Perspectives.

If you submit forged or altered documents no evaluation report will be prepared, your documents will not be returned, and you will not receive a refund of the amount you paid. In addition, this information will be shared with other evaluation agencies and appropriate institutional authorities.

Educational Perspectives cannot be held accountable and accepts no liability for loss or damage to documents sent to our office. Although every effort is made to protect your documents from loss or damage, it is suggested that you send valuable or irreplaceable documents via a reputable courier service and request and pay for courier service for their return.

### • Correspondence

Educational Perspectives corresponds with applicants primarily by email. Questions regarding completed evaluations or additional requests for information must be addressed in writing and sent to our office by regular post, courier, fax, or email – please clearly state your name and reference number (if provided) and the reason for your correspondence. Questions regarding the status of an evaluation in process should be directed to: [status@edperspective.org](mailto:status@edperspective.org)

## Mail your completed application with documents and payment to:

### U.S. Postal Service:

Educational Perspectives  
PO Box 618056  
Chicago IL 60661-8056

### Courier Delivery ONLY:

Educational Perspectives  
134 N. La Salle St., Suite 1900  
Chicago, IL 60602

### Electronic Delivery:

[apply@edperspective.org](mailto:apply@edperspective.org)  
(with credit card payment only)

**For more information, visit our website: [www.edperspective.org](http://www.edperspective.org) or contact us at: [info@edperspective.org](mailto:info@edperspective.org)**

## Application for Evaluation of Educational Credentials

Please print or type in dark ink. All sections of the application must be completed and you must sign the completed application form below. Failure to do so will delay the preparation of your evaluation report.

### Section 1 Person for whom the evaluation is to be prepared

Name: \_\_\_\_\_  
 (family/last) (given/first) (second/middle/maiden)

Name on educational credentials: \_\_\_\_\_ US Social Security # (Last four only): XXX-XX- \_\_\_\_\_  
 (if different) (if available)

Male  Female Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Country of Study: \_\_\_\_\_  
 month day year

Mailing Address: \_\_\_\_\_  
 (in care of) (number) (street) (apt. #)

\_\_\_\_\_  
 (city & state) (zip or postal code) (country)

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Evening Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email : \_\_\_\_\_

Has the person listed above had an evaluation done by this service before?  No  Yes Reference # \_\_\_\_\_

Are the credentials to be evaluated being sent to our office directly from the foreign institution?  No  Yes

### Section 2 Purpose of the evaluation

Please check (√) all that apply

- Further Education     High School     Community College     University  
 Employment     Immigration     Military     Other  
 Professional licensure/certification in \_\_\_\_\_ (specify profession) \_\_\_\_\_ (specify state)

### Section 3 Type of service and evaluation report you are requesting

Please check (√) all that apply and fill in the amount to pay in the space provided

- General Report (\$85) \_\_\_\_\_     Subject Analysis: Accounting (\$175) \_\_\_\_\_  
 Detailed Report (\$135) \_\_\_\_\_     Subject Analysis: Engineering, Surveying, Landscape Architecture (\$300) \_\_\_\_\_  
 Catalog Match Report (\$200) \_\_\_\_\_

#### Optional charges

- Same Day RUSH Service (\$200) \_\_\_\_\_     3 Business Day RUSH Service (\$85) \_\_\_\_\_  
 Additional Copies (\$10 each) \_\_\_\_\_     Priority Mail (\$10) \_\_\_\_\_  
 Courier Delivery of Completed Report and/or Original Documents (\$35) \_\_\_\_\_     International Courier Delivery of Completed Report and/or Original Documents (\$60) \_\_\_\_\_

Total Amount for the services and report you are requesting: \_\_\_\_\_

### Section 4 Mailing Instructions

- Mail both copies of completed evaluation to the address in Section 1 above  
 Mail one copy of the evaluation report to the address in Section 1 above and one copy to the address listed here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Check here if additional copies are to be sent – please list names and addresses on a separate sheet

**Section 5 Educational History** **REQUIRED INFORMATION**

Please list all educational institutions you attended or are attending. Begin with secondary school and provide exact dates. Print the name of each certificate, diploma, or title you received in English and in the native language. Use a separate sheet, if necessary.

Name of institution	Location (city, country)	Dates of attendance		Name of Certificate, Diploma, or Title received (in native language)
		From	To	

**Section 6 Payment Options**

I am enclosing a check drawn on a US bank, or a money order or cashier's check made payable in US dollars to: **Educational Perspectives**

Please bill my credit card  VISA  MasterCard  American Express  Discover

Cardholder Name: \_\_\_\_\_ Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ CVV #: \_\_\_\_\_ (last 3 digits on back of card)

Billing Address: \_\_\_\_\_

(name) (number) (street) (apt/unit #)

(city & state) (zip or postal code) (country)

Cardholder Signature: \_\_\_\_\_

**Section 7 Certification**

*I understand that the evaluation reports prepared by Educational Perspectives are advisory and are not binding on any institution, organization, or agency, which may use them. I release Educational Perspectives from any liability for damages resulting from the use of an evaluation report by me, or any third party. I agree to reimburse Educational Perspectives for any and all costs, including legal expenses, which may incur as a result of any claim that I (or anyone having any interest in my earnings or services) may make, based on the evaluation determination. I release Educational Perspectives from any liability for damage to or loss of any documents submitted. I understand that the information provided by Educational Perspectives on the application and instructions is subject to change without notice. I understand that if false information or forged, altered, or falsified documents are submitted to Educational Perspectives at any time, no evaluation report will be prepared, no refund will be given, the designees for copies of the evaluation report will be notified, my documents will not be returned, and the information will be shared with academic institutions, government agencies, professional organizations and other evaluation agencies.*

*I certify that all of the information provided on this application is complete and correct to the best of my knowledge. I certify that I have read all of the information appearing on this application and the instructions, and that I accept the terms and conditions stated therein, including those regarding payment for services and the policies covering refunds of fees paid for services.*

*This application creates a contract between Educational Perspectives and the person who has signed the application. If the signer is not the person whose educational credentials are being submitted for evaluation, the act of signing certifies that the signer is acting on behalf of the person whose credentials are involved, and has the authority to do so.*

Today's date \_\_\_\_\_ Signature (required) \_\_\_\_\_

Name (printed) \_\_\_\_\_

If you are not the person whose credentials are being submitted for evaluation, what is your relationship to that person?

\_\_\_\_\_