

## **I. TYPES OF SERVICES AND FEES**

- A. Document Report (\$80.00) – Identifies each educational credential and gives the equivalent and fields of study.  
Suggested for:
  - Immigration
  - Employment
  - Education (where transfer credit **is not** expected)
- B. Course Report (\$135.00) – Lists the post-secondary studies by courses, credits, and grades in USA equivalents.  
Suggested for:
  - Employment
  - Professional Licensing and Certification
  - Education (where transfer credit **is** expected)
- C. Extra Copies (\$10.00) each or (\$20.00) after original has been mailed.
- D. Re-evaluation (Document-\$80.00 Course - \$135.00) – based on documents not submitted with initial request
- E. Office Visits (\$60.00/hr) – By appointment only.
- F. Same Day Service (\$200.00) – Prior telephone arrangements must be made by telephoning IEE, Inc. at (704) 772-0109. All documents must be received by 11am.
- G. Special Service- (\$100.00 In addition to basic charges.) Prior arrangements must be made by telephoning IEE, Inc. at (704) 772-0109. Reports will be prepared in 1-2 business days from receipt of required fees, application and documentation.
- H. Rush Report (\$50.00 In addition to basic charges) - 5 work days. IEE, Inc. assumes no responsibility or liability related to the lateness of the report except for the refund of the rush fee if the evaluation cannot be prepared within 5 work days of receipt of all required fees, application, and documentation.

## **II. DELIVERY OF REPORTS**

- A. All evaluations are returned by regular postal service, unless other arrangements are made.
- B. Special handling-
  - Overnight Delivery (add \$30.00) – Domestic Only
  - Priority Mail 2-3 days ( \$10.00 Domestic, \$45.00 International where available)
  - Facsimile (\$5.00) After three unsuccessful attempts, evaluations will be mailed.

## **III. DOCUMENTATION**

- A. Document Reports  
Applicants should send photocopies of original and certified translations (if not in English) of all terminal diplomas or certificates. If a grade average is needed, a complete transcript reflecting grades earned should be submitted.
- B. Course Reports  
Applicants should send same documentation required for document reports PLUS transcripts or mark sheets of all studies completed, with a certified translation of any materials not in English.
- C. Translations  
All translations must be completed, literal word-for-word, and in the same format as the original document. Any non-English documents submitted without translation will not be considered in the evaluation.

## **IV. REFUNDS**

- A. Refunds are made only in case of overpayment. No refunds will be issued once application has been submitted.
- B. In cases of misrepresentations, altered, or forged documents no refunds will be made and no evaluation report will be prepared. The documents become the property of IEE, Inc. All recipients indicated on the application form will be notified.

## **V. OTHER INFORMATION**

- A. No applications will be reviewed before fees are received.
- B. IEE, Inc. guarantees that each evaluation report will be prepared by a qualified professional evaluator and reviewed by a second staff member in accordance with the most current evaluation data available. We cannot guarantee that an applicant will agree with statements of equivalency.
- C. The applicant should determine whether or not an agency will recognize IEE, Inc.'s report since many agencies conduct their own evaluations and do not accept others.
- D. Reports are normally prepared in less than three weeks following receipt of all requested materials.
- E. Applicants who submit an incomplete application will be notified by mail. No report will be prepared until all requested materials have been received.
- F. Originals should not be submitted unless accompanied by a fee to cover cost of photocopying and return postage (\$1.00 per document). All documents become the property of IEE, Inc. If the occasion demands, IEE, Inc. reserves the right to request original documents.
- G. IEE, Inc. reserves the right to reject an application for evaluation.
- H. Incomplete applications will be held for only six months.