

INTERNATIONAL EDUCATION EVALUATIONS, INC.

7900 Matthews-Mint Hill Rd., Suite 300
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www.foreigntranscripts.com

IEE use only

APPLICATION FOR EVALUATION OF FOREIGN EDUCATIONAL CREDENTIALS
PLEASE PRINT OR TYPE ALL INFORMATION

Person whose education credentials are to be evaluated

1. **Name** _____ **Date of Birth** ____ / ____ / ____
(Last) (First) (Middle) (Maiden)

2. **Mail evaluation to** _____
Name Number and Street

City State/Providence Zip Code E-mail

3. **Telephone Number**(____) _____ **Fax/Mobile Number**(____) _____ **Male**

4. **Country of Birth** _____ **Country of Citizenship** _____ **Female**

5. Has this person submitted credentials to IEE, Inc. before? **Y/N** If yes, **date** ____ / ____ / ____ Ref. # ____ - ____

6. Purpose of this evaluation: _____

7. Explain any special needs: _____

8. Please list **ALL** educational institutions that you have attended, including high school or equivalent.
Writing "See attached" will delay your evaluation.

Name of Institution	Country	Dates of Attendance From To	Diploma/ Certificate	Year of Graduation
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

9. Please explain any lapses in education: _____

10. If you wish this report to be sent to a third party, please indicate name and address. Extra copies are \$10.00 each with **ORIGINAL** request.

11. FEE PER APPLICATION (check appropriate circles)

See reverse side for detailed explanation of services

BASIC SERVICES

- Document Report** - \$80.00
- Course Report** - \$135.00
- Extra Copy** - \$10.00 (with original report)
- Extra Copy** - \$20.00 (after report is mailed)
- Office Visits** - \$60.00 per hour
- Re-evaluation** - same as original

ADDITIONAL SERVICE (see reverse side for details)

- Same Day Service (in by 11am)** - additional \$225.00
- Special Service (1-2 days)** - additional \$100.00
- Rush Service** (5 work days) add \$50.00
- USPS Express Mail** add \$25.00 (Domestic Only)
- USPS Priority Mail** (2-3 days) \$10.00 (Domestic Only)
- Facsimile** \$5.00

Total Included \$ _____

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 Evaluation's report is advisory and is not binding on any agency or institution that may use it; and I release International Education Evaluations for damages resulting from use of this evaluation report.

(Signature) _____ (Name, printed) _____

PLEASE RETURN THE COMPLETED APPLICATION WITH THE FOLLOWING:

- PHOTOCOPIES OF ALL ACADEMIC RECORDS
- CERTIFIED ENGLISH TRANSLATIONS OF ALL FOREIGN RECORDS
- LAW FIRM CHECK, CASHIER'S CHECK, OR MONEY ORDER PAYABLE TO:
INTERNATIONAL EDUCATION EVALUATIONS, INC.
(PERSONAL CHECKS NOT ACCEPTED)
- SELF ADDRESSED, STAMPED ENVELOPE (for standard delivery)