

5. Educational history

List all educational institutions attended, beginning with the first year of primary school and ending with the last year of education (including the school in which you are currently enrolled, if any). Print the name of each certificate, diploma, or title in English **and** in the native language. Add additional sheets if necessary.

Name of Institution	City & Country	Dates of Attendance		Name of Diploma, Certificate or Title awarded (if any)
		From	To	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FEES

Payment must be made in U.S. dollars by money order, check, or credit card (Visa or Mastercard). If the money order or check is issued by a bank outside of the U.S., it must contain the printed name of the U.S. bank with which the bank is affiliated. We cannot accept bank drafts or cash.

All fees are subject to change without notice.

REFUNDS

A refund will be made only when an applicant has paid to ECE more than the cost of the evaluation report prepared by ECE. No refund will be made when an application is canceled after the application form has been submitted, or when all required documentation is not provided.

OTHER IMPORTANT INFORMATION

ECE reserves the right to contact educational and governmental institutions and agencies for additional information and/or verification of the authenticity of the credentials submitted.

ECE guarantees that each evaluation report will be prepared by its qualified professional staff.

Equivalency conclusions stated in the evaluation report reflect the judgment of ECE based on in-depth research of applied comparative education.

If ECE determines that the education completed is not the equivalent of credit course work offered by a regionally-accredited postsecondary institution in the United States, a *General* evaluation report will be prepared. If a *Course-by-Course*, *Subject Analysis*, *Catalog Match*, or *Health Professions Licensure* report was requested, the difference in cost between the report requested and a *General* report will be refunded.

Education is dynamic, and changes occur in all countries. ECE's ongoing research may identify new equivalents for certain credentials from other countries, resulting in different statements of equivalence than were provided prior to the completion of such research. It is understood that all previous evaluation reports will have been based on the best information available to professionals in applied comparative education in the United States at that time. If copies of an evaluation report are requested at a later time, ECE has no obligation to review or revise the report in accordance with any changes that may have occurred in the interim.

6. Certification

- I certify that all of the information provided on the application is complete and correct to the best of my knowledge.
- I certify that I have read all of the information appearing on the application and instructions, and that I accept the terms and conditions stated therein.
- I understand that evaluation reports prepared by Educational Credential Evaluators, Inc. are advisory, and are not binding on any institution, organization, or agency which may use them.
- I release Educational Credential Evaluators, Inc. from any liability for damages resulting from the use of an evaluation report by me or any third party.
- I release Educational Credential Evaluators, Inc. from any liability for damage to or loss of any documents submitted.
- I understand that the information provided by Educational Credential Evaluators, Inc. 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 ECE at any time, no evaluation report will be prepared, no refund will be made, the designees for copies of the report will be notified, and the information will be shared with academic institutions, government agencies, professional organizations and other evaluation services.

This application creates a contract between Educational Credential Evaluators, Inc. 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 educational credentials are involved, and has the authority to do so.

 Signature _____ Today's date _____

(signature is required in order to process this request for an evaluation report)

Name (Printed) _____

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

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee WI 53203-3470 USA

Type of Report	Includes...	Suggested for...
General	<ul style="list-style-type: none"> Each educational credential and its U.S. equivalent Grade average if the purpose is further education 	<ul style="list-style-type: none"> Further education (freshman or graduate) Immigration Employment American Dental Association, Joint Commission on National Dental Examinations
Course-by-Course	<ul style="list-style-type: none"> Each educational credential and its U.S. equivalent Each postsecondary course U.S. equivalent credits and grades for each postsecondary course Grade average Identification of upper level courses 	<ul style="list-style-type: none"> Further education (undergraduate or transfer) Employment Professional Licensure
Subject Analysis	<ul style="list-style-type: none"> Each educational credential and its U.S. equivalent Each postsecondary course U.S. equivalent credits and grades for each postsecondary course Information regarding course content specified by the agency or institution requiring the report Grade average Identification of upper level courses 	<ul style="list-style-type: none"> Further education (undergraduate or transfer) Professional licensure <p><i>This type of report can be prepared only when ECE received specific instructions from the agency or institution that requires it.</i></p>
Catalog Match	<ul style="list-style-type: none"> Each educational credential and its U.S. equivalent Each postsecondary course U.S. equivalent credits and grades for each postsecondary course Match of each postsecondary course to a U.S. university course catalog code Grade average Identification of upper level courses 	<ul style="list-style-type: none"> Further education (undergraduate or transfer) <p><i>This type of report can be prepared only when ECE has received specific instructions from the institution that requires it. Only two copies of the report can be prepared: one for the applicant and one for the institution</i></p>
Health Professions Licensure	<ul style="list-style-type: none"> Each educational credential and its U.S. equivalent Each postsecondary course U.S. equivalent credits and grades for each postsecondary course Categorization of each postsecondary course according to guidelines specified by health professions licensing boards 	<ul style="list-style-type: none"> American Society of Clinical Pathologists

ADDITIONAL SERVICES

Rush service - in addition to the basic fee:

- 1-Business day:** Available for *General* reports only. *1-day Rush* reports are completed one Business day following receipt of all required documents. **Includes cost of general report and courier delivery to address in item 4.**
- 5-Business days:** Available for *General, Course-by-Course, Subject Analysis, Catalog Match,* and *Health Professions Licensure* reports. *5-day Rush* reports are completed within **5 business days** following receipt of all required documents.
- 12-Business days:** Available for *General, Course-by-Course, Subject Analysis, Catalog Match* and *Health Professions Licensure* reports. *12-day Rush* reports are completed within **12 business days** following receipt of all required documents.
- Allow for reasonable mailing time if courier delivery is not requested.**

Extra Copies - Two copies of the evaluation report are included in the report fee. Additional copies requested with the initial application cost \$10 each. Copies requested after the report has been prepared cost \$30 for the first copy and \$10 for each additional copy ordered at that time. Copies may be requested by the person who paid for an evaluation report, or by the person whose credentials were evaluated. ECE reserves the right to deny a request for a copy of an evaluation report after the report has been prepared. Extra copies of Catalog Match reports are not available.

Courier Delivery - If you submit original documents and would like them returned via courier, please submit an additional \$35 for courier delivery to the US and Canada or \$50 for international courier delivery and special handling. **If you do not request this service, we will return your original documents via regular mail.**

FREQUENTLY ASKED QUESTIONS

What if I'm not sure what type of report to request?

Contact us and we will help you determine what type of report to request.

What if I submit insufficient documentation?

We will contact you if we need additional documentation to prepare your evaluation report.

What if it takes me a long time to collect the additional documents that you request?

We will keep your application active for six months, but you may request an extension. If we don't hear from you within six months, we will inactivate your application. There is a \$60 re-activation fee. If an application is inactive for six months, all documentation will be discarded. **After that date, all documentation and a new evaluation fee are required.**

Will you return my documents?

ECE will return original documentation sent in response to the instructions in item **A** of **Required Documentation** (on the next page), and any other original documentation specifically requested by ECE. You may request courier delivery for their return. All non-original documents, documents issued directly to us by academic institutions, original curricula and syllabi, and all photocopies become ECE's property and will not be returned.

How long will it take to prepare my evaluation report?

Most reports are prepared within three weeks of receiving all required documentation. If you need it sooner, you may request rush service for an additional fee.

What if I have questions about my evaluation report after it is prepared?

Write, email, fax or phone us if you have any questions. There is no fee to review your evaluation report within six months of the date it was prepared. After six months, there is a \$60 re-activation fee.

What if I don't include all of my education and decide at a later date that I want it added to my report?

There is a \$350 re-evaluation fee for evaluating academic work not included with the initial application form.

What if I need two different types of evaluation reports?

If two different types of evaluation reports are requested (at the same time or at different times), two evaluation fees are required.

REQUIRED DOCUMENTATION

At any time during the evaluation process, ECE reserves the right to request the following: Original documents; documents to be sent directly to ECE by issuing institutions; and/or a plan of studies that includes the units, credits, or number of hours of instruction for each subject.

- A. All official educational credentials issued in the official language of the country, beginning with the final year of secondary school (diploma, certificate, degree, title, transcript, grade report, study book or statement of marks). Follow the instructions in the table below.
- B. **Photocopies of English translations.** You may prepare the translations yourself, as long as they are complete, literal, word-for-word, and in the same format as the original document. **No English translations will be returned.**
- C. **Subject Analysis, Catalog Match and Health Professions Licensure reports** require a syllabus or other type of course descriptions to be submitted for all postsecondary academic subjects.
- D. Some institutions require original documents to be submitted directly to ECE. Please check with the institutions for specific documentation requirements.

	One set of photocopies of all official documents, issued in English.	All original official documents, issued in English, and one complete set of photocopies.	All original documents in the official language of the country, one complete set of photocopies and photocopies of English translations.	All documents must be mailed directly to ECE from the issuing institution via the regular postal service. Documents sent via courier delivery will not be accepted.
Afghanistan		■		
Bahrain	■			
Bangladesh		■		
Bulgaria			■	
Cambodia		■		
Cameroon		■		
Canada				■
Democratic Republic of the Congo (Former Zaire)			■	
Egypt	■			
Eritrea		■		
Ethiopia		■		
Ghana				■
Greece			■	
Haiti			■	
India	■			
Iran			■	
Iraq		■		
Israel	■			
Japan	■			
Jordan	■			
Kenya	■			
Korea	■			

	One set of photocopies of all official documents, issued in English.	All original official documents, issued in English, and one complete set of photocopies.	All original documents in the official language of the country, one complete set of photocopies and photocopies of English translations.	All documents must be mailed directly to ECE from the issuing institution via the regular postal service. Documents sent via courier delivery will not be accepted.
Kuwait	■			
Liberia		■		
Malaysia	■			
Myanmar		■		
Nigeria				■
Oman	■			
Pakistan		■		
Philippines		■		
Puerto Rico				■
Qatar	■			
Saudi Arabia	■			
Sierra Leone				■
Singapore	■			
Somalia			■	
Sri Lanka	■			
Sudan		■		
Taiwan	■			
Tanzania	■			
Thailand	■			
Uganda	■			
United Arab Emirates	■			
Vietnam			■	
Yemen	■			

If you studied in a country not listed in this table, then submit clear and legible photocopies of original documents with English translations.