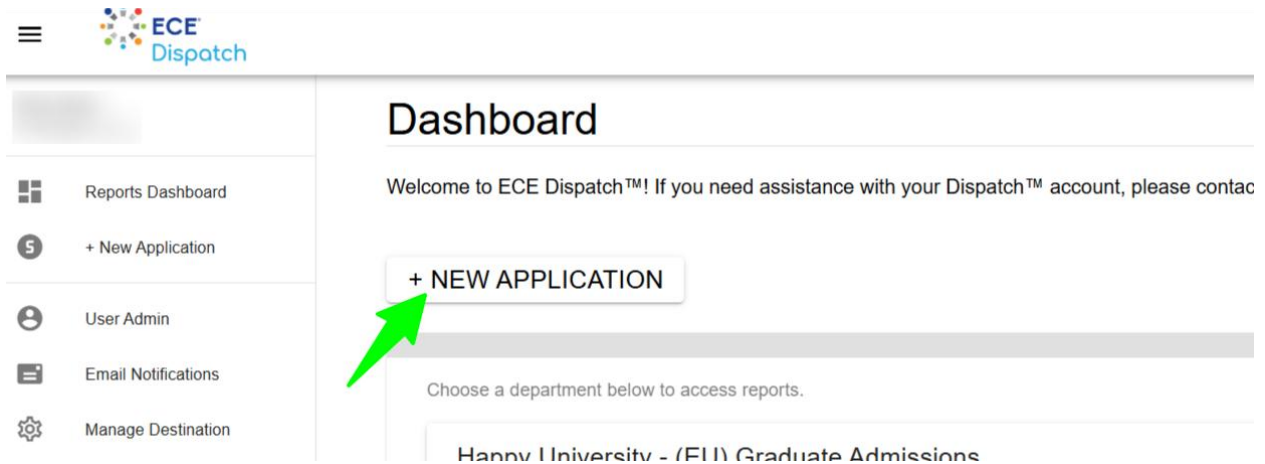
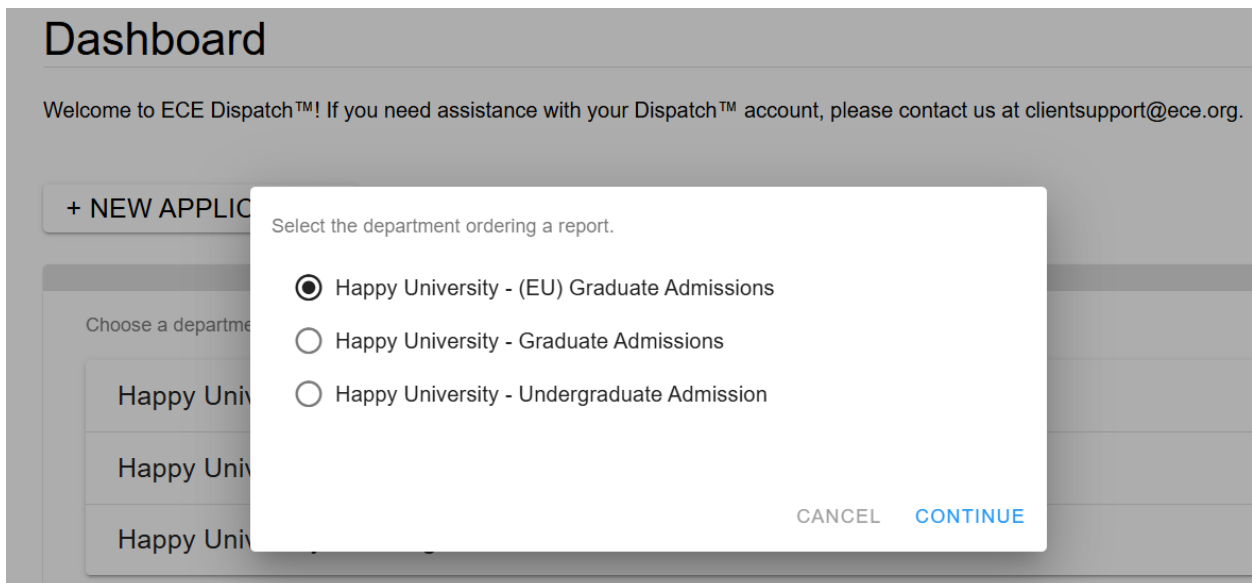


Exclusive Use Ordering Instructions

1. Login to your ECE Dispatch™ account. You can click on “+ NEW APPLICATION” from your dashboard.



2. If you have access to multiple departments, select the department you wish to use to place the order. If you have access to one department you will not need to make a selection here.



3. Select the Report Type and Report Purpose. Click “Continue” at the bottom.

1 Report Type/Purpose 2 Applicant Information 3 Educational History

Report Type *

EXCLUSIVE USE COURSE BY COURSE REPORT
\$ 155

- U.S. educational equivalence
- Credit and grade equivalents
- Grade average
- Upper level course identification
- Note: If there is no university level study, a Course by Course evaluation of high school will be completed

Suggested Uses:
Further Education(High School, College or University),
Employment, Professional Licensure

• View Sample [Download](#)

Select Report

EXCLUSIVE USE HIGH SCHOOL AND UNIVERSITY LEVEL COURSE BY COURSE
\$ 190

- U.S. educational equivalence
- Credit and grade equivalents for high school and university level courses
- Grade average
- Upper level course identification

Suggested Uses:
Further Education, Professional Licensure, Employment

Select Report

EXCLUSIVE USE GENERAL REPORT WITH GRADE AVERAGE
\$ 110

- U.S. educational equivalence
- Grade average

Suggested Uses:
Further Education, Professional Licensure, Employment

Select Report

EXCLUSIVE USE GENERAL REPORT
\$ 85

- U.S. educational equivalence only

Suggested Uses:
Immigration, Professional Licensure, Employment, military

Select Report

Report Purpose *

- Further Education
- Cosmetology and Barbering Licensure
- Professional Licensure
- NABP/FPGEC
- Employment
- Immigration
- Military
- Other

Education Selected

Level of Education

- Freshman
- Undergraduate or Transfer
- Graduate

Field of Study
PhD

4. Fill in the Applicant's information (Name, Date of Birth). Add Rush service and/or Translation Waiver, if needed. Click "Save Applicant" to advance to the next screen.

1 Report Type/Purpose 2 Applicant Information 3 Educational History

First name *
John

Middle name

Last name *
Smith

Date of Birth

Month *
January

Day *
3

Year *
1993

Would you like to optional rush service? *

Five Day Rush (US\$90.00) No Rush Service

Standard processing is 5 business days, but currently may take up to 10 business days after all requirements are received.

We recommend adding rush service if you have a deadline. Rush applications are prioritized and guaranteed to be completed within 3 or 5 business days, depending on the selected option.

Processing times exclude delivery, weekends, and holidays.

Would you like to opt out of ECE's English translation requirement?

If your academic documents are not issued in English, you now have the option of submitting your documents without the extra time and expense of obtaining a translation.
English translations will not be provided to you or to the institution receiving the report.

Please select one of the following options:

ECE translation waiver (US\$85)

I will provide photocopies of English translations as per ECE requirement.

CANCEL SAVE APPLICANT

5. Enter the Educational History for the applicant. You will need to select “Yes I want this credential to be evaluated” if you’d like us to include the credential in the evaluation report. Click “Save Education”. Continue entering educational history information, as needed (e.g. the applicant attended more than 1 institution).

1 Report Type/Purpose 2 Applicant Information 3 Educational History

Educational History for John Smith

Country *
Albania

City *
Tirana

Name of Institution *
Albanian University

Name of Degree/Diploma/Certificate in native language
Diplomë Master

OR

Name of Degree/Diploma/Certificate in English
Master's Degree

Does the applicant's name appear differently on their educational documents? *

Yes No

Graduated *

Yes No

Dates Of Attendance *

Month: January TO Month: June
Year: 2020 TO Year: 2024

Documents *

You must submit documents for all credentials you wish to have evaluated.

Yes, I want this credential to be evaluated.
 No, do not evaluate this credential.

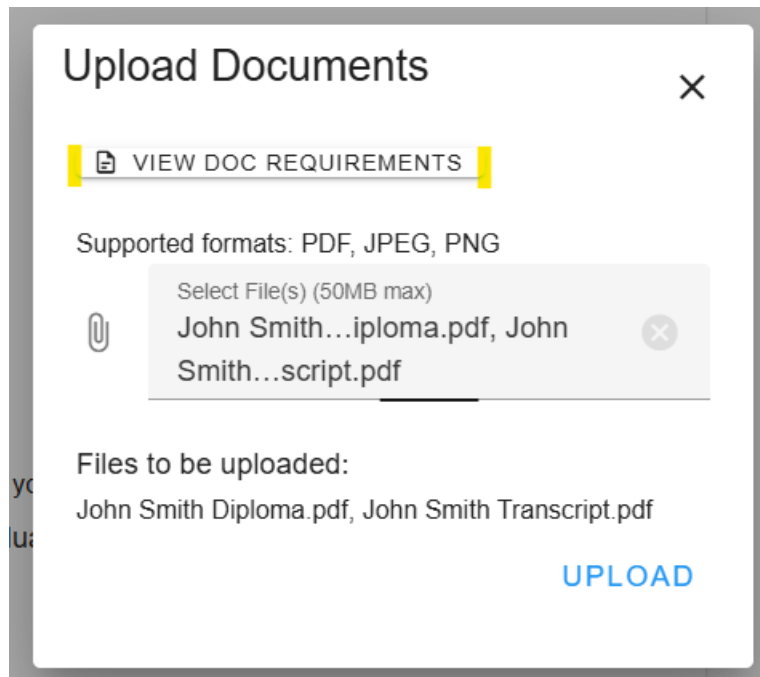
SAVE EDUCATION

Submitted History

▲ No Histories

BACK CONTINUE

6. When you click “Save Education” you will be prompted to upload the academic documents for that institution/credential. You can also view the country specific document requirements by clicking the “View Doc Requirements” button on the upload page. After the documents are selected, you can click “UPLOAD”.



7. Once the documents are uploaded for each educational history, this is what it will look like. Click “Continue” once all educational history is entered and documents are uploaded. Important: you will **NOT** be able to advance past this screen if documents are not uploaded for each credential you would like evaluated.

Educational History for John Smith

Country *	
City *	
Name of Institution *	
Name of Degree/Diploma/Certificate in native language	
OR	
Name of Degree/Diploma/Certificate in English	

Submitted History

Albanian University

Country: Albania
City: Tirana
Start: January 2020
End: June 2024

✓ Docs Uploaded

- 4968_Mon_May_18_10:28:17_CDT_2026_John_Smith_Diploma.pdf ✕
- 4968_Mon_May_18_10:28:18_CDT_2026_John_Smith_Transcript.pdf ✕

8. Review your order. If everything looks correct, click “Continue” to advance to the Payment screen.

Happy University

1 Applicant Review 2 Submit Order

Applicant Order Review

Search applicants

Applicants	Report Type	Edit	Delete
John Smith	Exclusive Use Course By Course Report	EDIT	DELETE

Items per page: 4 1-1 of 1

[BACK](#) [CONTINUE](#)

9. If paying by credit card, fill in the information and click “Submit Payment”. If invoicing is set up, simply click “Submit Order”.

Credit Card:



1 Applicant Review 2 Payment

Total Price: \$155.00

Payment Info

First Name Last Name

Address

City

Country

Zip/Postal Code

Credit Card Info

Credit Card Number

Expiration Month Expiration Year

CVV

SUBMIT PAYMENT

BACK

Invoice:

Happy University

1 Applicant Review 2 Submit Order

Total Price: \$155.00

Happy University - (EU) Graduate Admissions is an active invoiced customer. Click the "submit order" button to submit order.
ECE® will send you a monthly invoice via email for all reports that were completed during the month. Invoices must be paid with a credit card, a check from a U.S. bank, ACH transfer, or a wire transfer within 30 days of receipt.

SUBMIT ORDER

BACK

10. Once the order is submitted, the ECE reference number of the order will be displayed. The order can now be found in your ECE Dispatch™ dashboard under the “Submitted Orders” section, including a link to download the receipt for the order.

Happy University

1 Applicant Review 2 Submit Order

Order Confirmation - Submitted Orders



Reference Number	Applicant Name	Order Placed
Q46479	John SMITH	5/18/2026

[RETURN TO DASHBOARD](#)

Submitted Orders

Each column is sortable by clicking on the column header.

Search 🔍

Applicant Name	Ref#	Received	Order Status	Receipt	Document Match Form
John Smith	Q46479	5/18/2026	Order Processing		

Uploaded documents are processed the same day. If you have any questions about your orders, please reach out to our Client Support team at: clientsupport@ece.org