



Step by Step Ordering Process for Applicants:

Once the applicant has created their ECE© Account, they must log in <https://accounts.ece.org/login> to start their application.





Have an account already? Log in here.


Login

[forgot password?](#) [forgot username?](#)

Start application by choosing a U.S Evaluation Report or a Canada Assessment Report.



Dashboard 
Account < 

 U.S. Evaluation Report

(for applying to U.S. institutions or other country's institutions that will accept a U.S. equivalence)

Start U.S. Application

 Canada Assessment Report

(for applying to Canadian institutions only)

Start Canada Application

Applicants may add an Insignia™ package to securely share a summary of their ECE® report with schools and employers as a digital certificate for \$45 added fee. Adding Insignia™ also reduces the cost of copy orders to \$20. Or skip by clicking **Start Application**.



Dashboard

Account

ADD ECE INSIGNIA™ AND SAVE \$

Upgrade your order by adding the Insignia™ package.

Why upgrade?

- Get report copies for just \$20 each (normally \$30–\$45).
- Securely share a summary of your ECE® report with schools and employers as a digital certificate. [View Sample.](#)
- Display the digital badge in email signatures and social media profiles.

\$45 (additional fee)

[Learn more about the Insignia™ package](#)

[Start Application](#) [Start Application adding Insignia](#)

The application form consists of three steps. Step 1 is for **Personal Information**.

All required information must be filled with correct information. Applicants will receive unofficial copies of the completed report: An electronic copy will be provided on their account Dashboard. This copy cannot be downloaded or shared. A personal report copy will also be mailed to their home address.



Dashboard

Account

STEP 1 STEP 2 STEP 3

U.S. Evaluation Report Application

(for applying to U.S. institutions or other country's institutions that will accept a U.S. equivalence)

PERSONAL INFORMATION INSTITUTION DELIVERY PURPOSE OF EVALUATION REPORT REPORT TYPE

Personal Information

Your name as it appears here is how it will appear on the report. If you need to change your name, please contact our customer service. [Contact Us](#)

FIRST NAME * MIDDLE NAME LAST NAME

DATE OF BIRTH *

Month Day Year

Please explain why you are ordering a new report. *

My Unofficial Copies

As part of your order, you will receive the following unofficial copies of the completed report:

- An electronic copy will be provided on your Account Dashboard
- A personal report copy will be mailed to you



My Official Sealed Copies

HOW MANY REPORT COPIES (IN SEALED ENVELOPES) FOR YOURSELF?

0 on additional fee of US \$30.00 each.

If applicants require official sealed copies to be mailed to their home address, they may add the desired number of copies by selecting the quantity from the **My Official Sealed Copies** dropdown. Each added copy costs \$30, plus applicable shipping fees.



Dashboard 
Account < 

My Delivery

The following items will be sent to your address that you will provide below:

- Educational documents that are eligible for return
- Your personal report copy
- Any purchased official sealed copies for yourself

ADDRESS INFORMATION

CONTACT NAME

ADDRESS
Street address or P.O. Box

ADDRESS 2
Apt. suite, unit, building, floor, etc.

COUNTRY

CITY * POSTAL CODE

PHONE *
 MOBILE HOME WORK
+1 Phone Number *

DELIVERY METHOD


[Back](#) [Continue](#)

In the **My Delivery** section, applicants must provide their home mailing address and select a preferred delivery method. This address will be used to mail any returnable documents, the included unsealed personal copy, and any official sealed copies purchased for personal use.

Please note that the institution's address cannot be used as the delivery address; applicants must provide their home mailing address.

PHONE *

MOBILE HOME WORK *

 +1 2626646447 ✓ Valid phone number

DELIVERY METHOD

- U.S. Courier Overnight US\$50.00
Delivery in 1 business day to most locations. Service may vary depending on location. Tracking information included and signature required.
- U.S. Courier 3 Day US\$30.00
Delivery in 3 business days to most locations. Service may vary depending on location. Tracking information included and signature required.
- USPS Priority US\$17.00
Delivery in approximately 2 - 3 days. Tracking information included. No signature required. Not recommended for document return.

[Back](#) [Continue](#)



For international addresses, ECE offers Courier International service for a fee of US \$75.00. Once all required information has been entered, applicants may click the blue **Continue** button.

The next page allows applicants to order official copies to be sent to their selected institutions or other destinations. This step may be skipped if the applicant does not wish to send official copies by clicking **Continue**.

A screenshot of the ECE application interface. On the left is a navigation menu with 'Dashboard' and 'Account'. The main content area shows a progress bar with 'STEP 1', 'STEP 2', and 'STEP 3'. Below this is the title 'U.S. Evaluation Report Application' with a sub-note '(for applying to U.S. institutions or other country's institutions that will accept a U.S. equivalence)'. A horizontal menu below the title has four items: 'PERSONAL INFORMATION', 'INSTITUTION DELIVERY', 'PURPOSE OF EVALUATION REPORT', and 'REPORT TYPE'. The 'INSTITUTION DELIVERY' item is active. The main heading is 'Institution(s) receiving the ECE® report'. Below it, instructions state: 'Please add the institution(s) you wish to send the report to. Each institution you add will result in an additional fee of US \$30 plus delivery charge. Add recipient(s) by selecting Search and Add Institution. If the recipient you are searching for doesn't appear as you type, please try again with a more specific name or key word. If the recipient still doesn't appear, you may enter the address manually.' A search box labeled 'SEARCH FOR INSTITUTIONS' is present, with a note 'Please enter 4 or more characters' below it. At the bottom of the search box are 'Back' and 'Continue' buttons.

On the next page, applicants must specify the purpose of the evaluation report. For the **Further Education** option, applicants must select the level of education they plan to pursue rather than the level already completed. Other information must be provided depending on the purpose selected.



Dashboard



Account



STEP 1 STEP 2 STEP 3

U.S. Evaluation Report Application

(for applying to U.S. institutions or other country's institutions that will accept a U.S. equivalence)

✓ PERSONAL INFORMATION ✓ INSTITUTION DELIVERY **PURPOSE OF EVALUATION REPORT** REPORT TYPE

What is the purpose for ordering a report?

You may select more than one option.

- Further Education
- Cosmetology and Barbering Licensure
Select this option if you are pursuing a license as a cosmetologist (including manicurist and esthetician) or barber.
- Professional Licensure
- NABP/FPGEC
Select this option if you are applying to the FPGEC Certification Program.
- Employment
- Immigration
- Military
- Other

Back

Continue

When selecting Further Education, applicants must choose:

- Freshman if they have completed high school only
- Undergraduate or Transfer if they have completed some college-level study
- Graduate if they have graduated from a university and are applying to a postgraduate program

Education Selected

LEVEL OF EDUCATION

FRESHMAN

UNDERGRADUATE OR TRANSFER

GRADUATE

FIELD OF STUDY

Please provide your field of study

Applicants may select all options that apply. ECE® reports remain valid for up to five years from the date of completion; therefore, we recommend selecting all purposes that may apply within the next five years.

The last page for step 1 is choosing the report type.



The next page will display the required documentation based on the applicant's country or region of study. To review the documentation requirements for a specific country, visit [this link](#) and select the appropriate country or region.

A screenshot of the ECE application interface. On the left is a navigation sidebar with the ECE logo, 'Dashboard', and 'Account'. The main content area shows a progress bar with 'STEP 1', 'STEP 2', and 'STEP 3', where 'STEP 2' is active. Below this is the title 'U.S. Evaluation Report Application (for applying to U.S. institutions)'. A sub-section 'REQUIRED DOCUMENTS' is highlighted. Underneath, the heading 'Required Documentation' is followed by a warning: 'A report cannot be prepared until we receive the required documents for each of your educational credentials. You are responsible for obtaining all documentation.' A green banner states: 'To proceed please review the documentation requirements. Once you have reviewed all of the requirements, you will be able to proceed to the next step.' The 'New Zealand' section is expanded, showing 'Paper Documents' with two bullet points: 'Can be submitted to ECE either by the applicant OR directly by the issuing body.' and 'Please do not send multiple copies of the same document.'

The necessary documentation and instructions will then be displayed. After reviewing the requirements, applicants must check the “I have read” box to continue.

A screenshot of the 'Report Type' selection screen. It lists two report types: 'We will prepare the type of report that you order as explained in the Terms and Conditions of the application form.' and 'Submit course descriptions (syllabus, prospectus, etc.) for the following report type:'. Under the second option, 'Subject Analysis (Specific arrangements must be made between ECE and the U.S. institution before this type of report can be prepared.)' is listed. Below the list, a text prompt says 'Please select checkbox to acknowledge that you have read and understand all of ECE's documentation requirements.' A red asterisk is placed to the left of a checked checkbox with the text 'I have read and understand these documentation requirements, and I shall submit the required documents to ECE.' At the bottom are 'Back' and 'Continue' buttons.

Please note that if an applicant has studied in more than one country, the documentation requirements for each country will be provided.



Next are the instructions on how to send documents to ECE.

The screenshot shows the 'U.S. Evaluation Report Application' page for institutions. It includes a progress bar with 'STEP 3' selected. The main heading is 'U.S. Evaluation Report Application (for applying to U.S. institutions)'. Below this are tabs for 'EDUCATION HISTORY' and 'REQUIRED DOCUMENTS'. The 'Instructions' section contains a warning: 'Failure to do so will increase the processing time.' It also provides translation guidelines. A 'Where to send your documents:' section lists 'Type of Documents' (Original, Institutional, Attested) and a 'Mailing Address' for ECE in Milwaukee, WI. An 'Electronic Documents' section lists 'Photocopy or scanned documents, or translations' and provides the email 'ecemail@ece.org'.

Step 3 of the application is for **adding services, review application, customer agreement, payment choice and payment.**

Applicants who began the application without adding the Insignia™ package can still add it on this page or click **Continue** to skip.

The screenshot shows the 'U.S. Evaluation Report Application' page at the 'INSIGNIA' step. It features a large shield-shaped logo for 'International Credentials Assessed by ECE INSIGNIA™'. To the right, a section titled 'LAST CHANCE TO ADD THE ECE INSIGNIA™ PACKAGE.' encourages adding the package, listing benefits like reduced report costs and digital certificates. A checkbox labeled 'Add Insignia to report.' is visible at the bottom, along with 'Back' and 'Continue' buttons.



The next page allows applicants to add a guaranteed **5-day Rush Service** and an **ECE Translation Waiver™** service. Applicants have the option to add rush service to their orders for \$90, if needed, and skip sending translation by opting for the **Translation Waiver™** for \$85.

A screenshot of the ECE application interface. On the left is a navigation sidebar with "Dashboard" and "Account" links. The main content area shows a progress bar with "STEP 1", "STEP 2", and "STEP 3" (the current step). Below the progress bar is the title "U.S. Evaluation Report Application" with a subtitle "(Report for use by institutions that require or accept U.S. equivalency statements)". A horizontal menu contains "INSIGNIA", "REPORT OPTIONS" (highlighted), "REVIEW APPLICATION", "CUSTOMER AGREEMENT", "PAYMENT CHOICE", and "PAYMENT". The "REPORT OPTIONS" section contains two questions: "Would you like to add optional rush services?" with explanatory text and two radio button options: "FIVE DAY RUSH (US\$90.00)" and "NO RUSH SERVICE" (selected); and "Would you like to opt out of ECE's English translation requirement?" with explanatory text and two radio button options: "ECE TRANSLATION WAIVER (US\$85)" and "I WILL PROVIDE PHOTOCOPIES OF ENGLISH TRANSLATIONS AS PER ECE REQUIREMENT." (selected). At the bottom are "Back" and "Continue" buttons.

The next page allows applicants to review, edit their application and add any added services.



Dashboard Account

Application Review

If you need to make changes to your application, click the edit button. If you need changes after submitting the application, you will have to contact our customer service staff.

Order Details

APPLICANT INFO

Jane Martinez
101 W Pleasant St
Milwaukee, Wisconsin 53215
United States
+12625165565
Personal report copy: 1 [US \$0.00]
USPS Priority - [US\$ 17.00]

REPORT TYPE

Course By Course Report [US \$199.00]

REPORT PURPOSE

Employment

EDUCATIONAL HISTORY

TEST UNIVERSITY GRADUATED
New Zealand - Jun 2002 - Mar 2006

ORDER TOTAL

Back

Continue

After reviewing the application, the next page will be for the agreement. Applicants must acknowledge the agreement by checking the box and entering their name in the provided field.



Dashboard Account

U.S. Evaluation Report Application

CUSTOMER AGREEMENT

DISCLAIMER

TERMS AND CONDITIONS

AGREEMENT

Sign and Submit Application

By checking this box and clicking "Sign and Submit" below, I understand and I am electronically signing the Application and agreeing to everything in it. I hereby certify that I have read and understand the Application, all information is true and correct to the best of my knowledge, I am the signing party named below and at least 18 years of age (US and IT) and not the parent whose name will be associated or assumed. I am willing to let my print name and seal be used.

NAME OF PERSON SUBMITTING APPLICATION

Back Sign and Submit



If the check is issued by a bank outside the U.S., it must contain the printed name of the U.S. bank with which the bank is affiliated. A \$40 fee will be charged for all returned checks. We do not accept bank drafts or cash.

Once the application fee has been paid and the application submitted, applicants will receive an order reference number, which begins with a letter followed by five digits (e.g., P00000). Applicants should then continue to submit their required documents.

Any questions about placing an order, OR if an applicant wishes to talk/chat with a Customer Care Specialist, we are available via LiveChat from 9am to 4pm (CST) on the weekdays:

<https://www.ece.org/ECE/About/Contact-Us>.