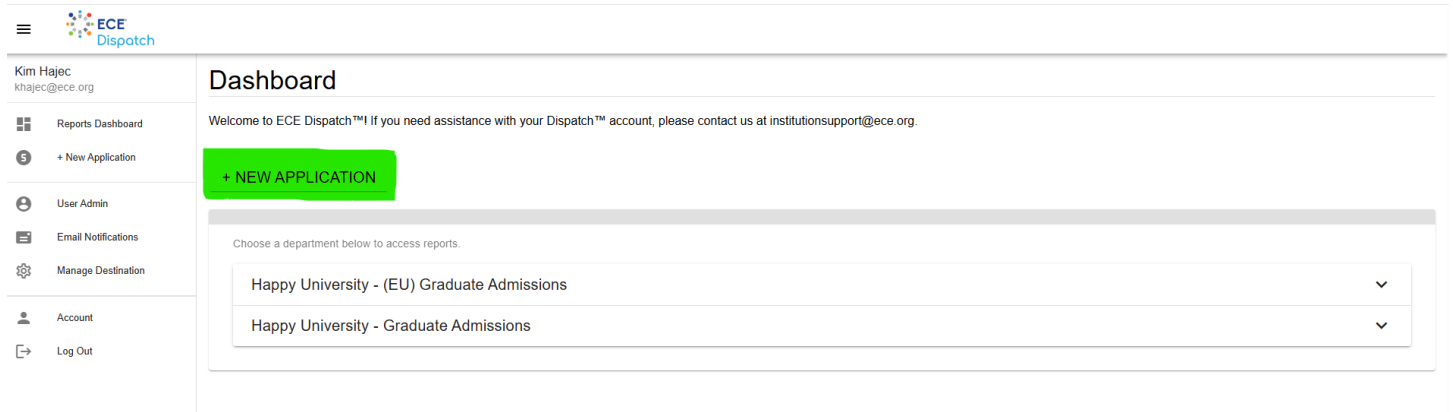


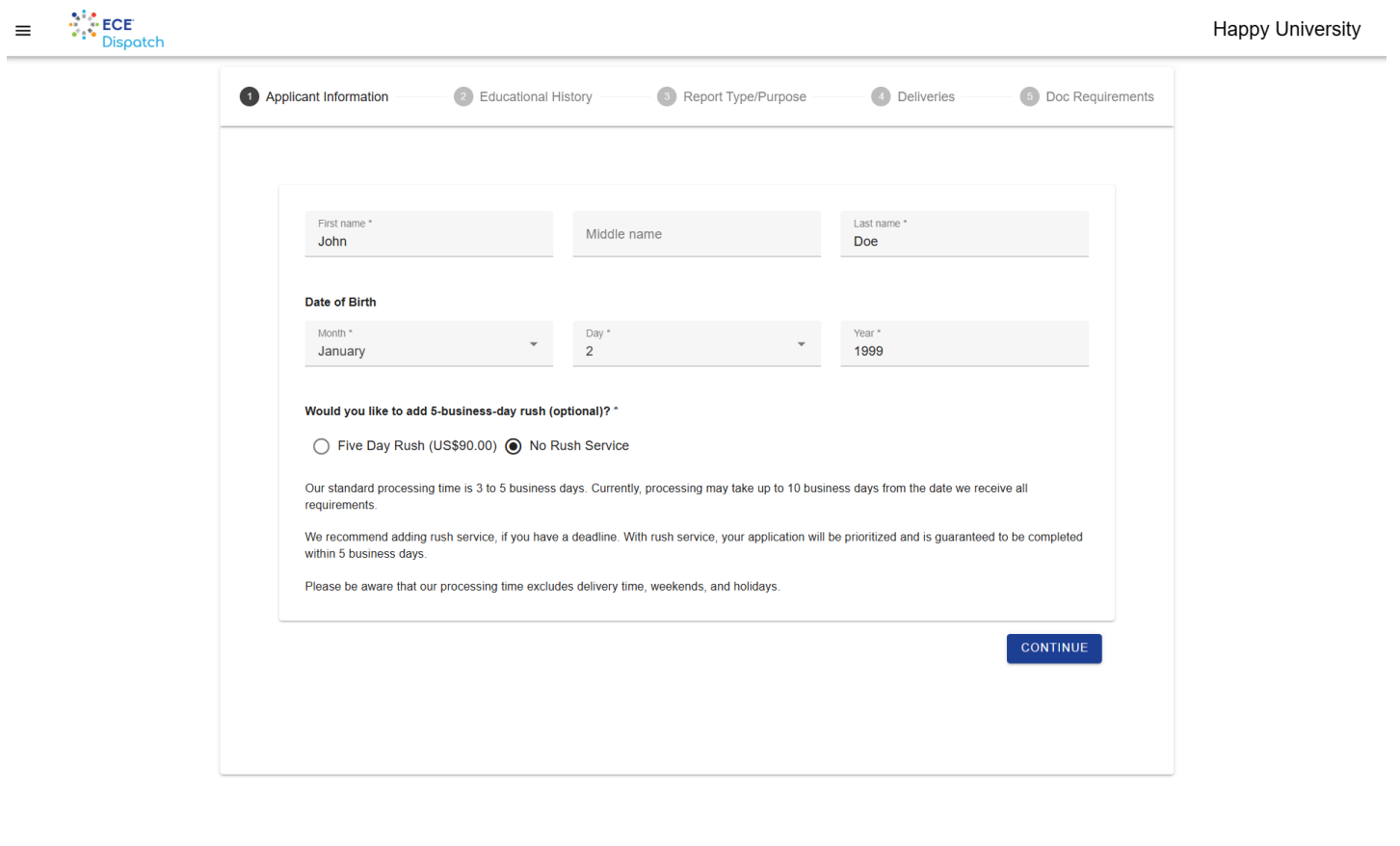
Standard Ordering Instructions

Log into your Dispatch™ account and click on “New Application” to begin a new order.




The screenshot shows the ECE Dispatch™ Dashboard. On the left is a navigation menu with items: Reports Dashboard, + New Application, User Admin, Email Notifications, Manage Destination, Account, and Log Out. The main content area is titled "Dashboard" and includes a welcome message: "Welcome to ECE Dispatch™! If you need assistance with your Dispatch™ account, please contact us at institutionsupport@ece.org." A prominent green button labeled "+ NEW APPLICATION" is visible. Below this, there is a section titled "Choose a department below to access reports." with two dropdown menus: "Happy University - (EU) Graduate Admissions" and "Happy University - Graduate Admissions".

Complete applicant information. Choose whether or not you need a 5-day rush service for this order.



The screenshot shows the "Applicant Information" step of a multi-step form. The progress bar at the top indicates five steps: 1. Applicant Information (active), 2. Educational History, 3. Report Type/Purpose, 4. Deliveries, and 5. Doc Requirements. The form fields are: First name * (John), Middle name, Last name * (Doe), Date of Birth (Month: January, Day: 2, Year: 1999), and a radio button selection for "Would you like to add 5-business-day rush (optional)? *". The "No Rush Service" option is selected. Below the form, there is explanatory text: "Our standard processing time is 3 to 5 business days. Currently, processing may take up to 10 business days from the date we receive all requirements. We recommend adding rush service, if you have a deadline. With rush service, your application will be prioritized and is guaranteed to be completed within 5 business days. Please be aware that our processing time excludes delivery time, weekends, and holidays." A blue "CONTINUE" button is located at the bottom right of the form area.

Fill in educational history for each credential you are submitting. Click the “Save Education” button to save a history, and continue adding, as needed.

 Happy University

1 Applicant Information 2 Educational History 3 Report Type/Purpose 4 Deliveries 5 Doc Requirements

Educational History for John Doe

Country *
Albania

City *
Tirana

Name of Institution *
Albanian University

Name of Degree/Diploma/Certificate in native language
BS

OR

Name of Degree/Diploma/Certificate in English
BS

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

Yes No

Graduated *

Yes No

Dates Of Attendance *

| | | | |
|------------------|----|------------------|--|
| Month January | TO | Month January | |
| Year 2017 | | Year 2021 | |

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

SAVE EDUCATION

Submitted History

▲ No Histories

BACKCONTINUE

After saving an educational history, it appears in the top right corner of your screen.

- 1 Applicant Information
- 2 Educational History
- 3 Report Type/Purpose
- 4 Deliveries
- 5 Doc Requirements

Educational History for John Doe

Country *

City *

Name of Institution *

Name of Degree/Diploma/Certificate in native language

OR

Name of Degree/Diploma/Certificate in English

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

Yes No

Graduated *

Yes No

Dates Of Attendance *

Month TO Month

Year TO Year

Yes, I want this credential to be evaluated.

No, do not evaluate this credential.

SAVE EDUCATION

Submitted History

Albanian University

Country: Albania
City: Tirana
Start: January 2017
End: January 2021

BACK

CONTINUE

After completing the educational history information, choose the report type and purpose for your order.

Happy University

1 Applicant Information — 2 Educational History — 3 Report Type/Purpose — 4 Deliveries — 5 Doc Requirements

Report Type *

COURSE BY COURSE REPORT
\$ 199

- 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

HIGH SCHOOL AND UNIVERSITY LEVEL COURSE BY COURSE
\$ 235

- Documents must be submitted for both high school and university level credentials.
- 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 (College or University)
- View Sample [Download](#)

Select Report

GENERAL REPORT
\$ 110

- U.S. educational equivalence
- **Suggested Uses:**
Immigration, Professional Licensure, Employment, Military
- View Sample [Download](#)

Select Report

GENERAL REPORT WITH GRADE AVERAGE
\$ 135

- U.S. educational equivalence
- Grade average
- **Suggested Uses:**
Further Education
- View Sample [Download](#)

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
Science

Please provide your field of study

BACK

CONTINUE

The next step in the ordering process is specific to **delivery**:

1. You'll need to tell us where to return the educational documents you'll be giving ECE to produce the evaluation report.
2. Will anyone else (besides your company) need a copy of the completed report? If so, please indicate that on the "Additional Copies" step.
3. What shipping method should we use to return the documents?

Step 1: Choose whether you'd like the educational documents to be returned to your address (check 'Yes'), or if you'd like us to return the educational documents somewhere else (check 'No' and complete the address/shipping information in the Return Documents step).

ECE Dispatch

Happy University

1 Applicant Information 2 Educational History 3 Report Type/Purpose 4 Deliveries 5 Doc Requirements

1 Your Delivery 2 Additional Copies 3 Return Documents

Educational Document Return
Would you like the submitted educational documents returned to this address? *

Yes No

Electronic Delivery for Happy University - Graduate Admissions
101 W Pleasant St Milwaukee Wisconsin, United States 53212

BACK CONTINUE

Step 2: If you need to send a copy of the completed report somewhere, click “Add Additional Copy” and complete the information

1 Applicant Information — 2 Educational History — 3 Report Type/Purpose — 4 Deliveries — 5 Doc Requirements

1 Your Delivery — 2 Additional Copies — 3 Return Documents

Additional recipients receiving the ECE® report for John Doe.
Please add any additional recipients you wish to send the report to. Each additional copy will result in a fee of US \$30, plus delivery charge (if applicable).
Add recipient(s) by selecting Add Additional Copy.
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 by selecting Enter Address.

ADD ADDITIONAL COPY

BACK CONTINUE

Step 3: Choose your delivery method for the return of the educational documents. We offer several different delivery methods. Remember to click “Save Delivery” before moving on.

ECE Dispatch Happy University

1 Applicant Information 2 Educational History 3 Report Type/Purpose **4 Deliveries** 5 Doc Requirements

1 Your Delivery 2 Additional Copies 3 Return Documents

The documents submitted for Ben Rulli will be returned to the address indicated below.
All educational documents will be returned when the report is complete, unless the issuing institution has specifically stated it cannot be shared.
If there are no documents eligible for return, the shipping fee will be removed from your order and refunded when the report is complete (if you are an invoiced customer, the shipping fee will not be included on your monthly invoice).

Zip/Postal Code
53212

Delivery Method

- USPS Priority \$17**
Delivery in approximately 2 - 3 days. Tracking information included. No signature required. Not recommended for document return.
- U.S. Courier Overnight \$50**
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 \$30**
Delivery in 3 business days to most locations. Service may vary depending on location. Tracking information included and signature required.

SAVE DELIVERY

BACK CONTINUE

Documentation Requirements. ECE has specific documentation requirements that vary by country. Please review this page carefully to determine which documents need to be submitted to ECE. Original documents or documents that need to be delivered in a sealed envelope should be mailed to:

Educational Credential Evaluators
 101 W. Pleasant St. Suite 200
 Milwaukee, WI 53212-3963
 USA

If the documentation requirements indicate a photocopy or scan is acceptable, including translations, please email those documents to: ECEmail@ece.org. Please include the order's reference number in the subject line of the email to assist with processing times.

- 1 Applicant Information
- 2 Educational History
- 3 Report Type/Purpose
- 4 Deliveries
- 5 Doc Requirements

Please read through all country required docs before continuing.

Albania

Paper Documents

- Can be submitted to ECE either by the applicant OR directly by the issuing body.
- Please do not send multiple copies of the same document.

Electronic Documents

Acceptable methods:

1. **Send your documents through a trusted Electronic Document Service**
2. **Have your institution send the secure electronic documents directly to ECEmail@ece.org from the institutional portal or from a publicly verifiable email address of the institution.**

- Please ask the institution to include your name and ECE reference number.
- Acceptance is not guaranteed, as we must review all documents on a case-by-case basis.
- Please do not send or forward the documents yourself.

If you have questions, please read our [FAQ](#) for information about submitting documents, or [Contact Us](#). Please do not email questions to ecemail@ece.org which is for document submission only.

Language of Documents¹: Albanian

| Secondary (High School) | |
|--|-------------------------|
| If you completed post-secondary (university) level study, it is generally not necessary to submit high school level documents. Ask your U.S. institution if an evaluation of your high school documents is needed. | |
| Required Documents | Type of Document |
| 1. Dëftesë Pjekurie (Certificate of Maturity), or Diplomë e Maturës Shtetërore (Diploma of State Maturity) with the Përmbledhëse e rezultateve të nxënësit (Summary of Student Results) | • Original ² |
| Vërtetim Notash (Grade Certificate) or similar Vërtetim (Certificate) for incomplete programs. | |
| Post-Secondary (University) | |
| Required Documents | Type of Document |
| 1. Diplomë (Diploma) | • Original ² |
| 2. Certifikatë e Notave or Vërtetim (official grade report), or equivalent | |
| • European Diploma Supplement is also acceptable for completed programs. | |

Updated 12/06/23

ADDITIONAL INFORMATION
 Contact our [Customer Service](#) if you have any questions.

¹Language of Documents:

- Submit English translations for all documents issued in a foreign language.
- Translations can be submitted to ECE by mail or email.
- 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.

²Original Document:

- Can be mailed to ECE by the applicant.
- Usually issued with the letterhead of the institution, has an original seal and/or signature.
- Photocopies, notarized copies, faxes, or scans are not considered original documents.
- **Original documents sent by the applicant will be returned with the completed evaluation report.**

³Issued in a Sealed Envelope:

- Must be an original or an attested copy with an original institutional seal and signature. The attested copy should be issued and signed/stamped by the same office that issues original documents. **Notarized copies are not acceptable.**
- The envelope should be sealed by the issuing body with a seal, stamp, or signature of an official on the back side flap closure.
- Can be mailed to ECE either by the applicant OR directly by the issuing body, **but must remain sealed.**

Incomplete Documentation:

- If you submit insufficient documentation, we will contact you.

Report Type:

- We will prepare the type of report that you order as explained in the [Terms and Conditions](#) of the application form.
- Submit course descriptions (syllabus, prospectus, etc.) for the following report type:
- Subject Analysis (Specific arrangements must be made between ECE and the U.S. institution before this type of report can be prepared.)

Payment

Please review your order for accuracy.



Happy University

1 Applicant Review

2 Payment

John Doe

Submitted History

Albanian University

Country: Albania
City: Tirana
Start: January 2017
End: January 2021



Destination Delivery



Electronic Delivery for Happy University - Graduate Admissions

101 W Pleasant St Milwaukee Wisconsin, United States 53212

Price:

\$0.00

Return Document Delivery

Document Return Delivery for Happy University - Graduate Admissions

USPS Priority to John Smith for \$17
101 W Pleasant St Milwaukee, Wisconsin, United States 53212

Price:

\$17.00

Course By Course Report:

\$199.00

Total Price:

\$216.00

BACK

CONTINUE

Submit payment. Fill in your credit card information and hit “Submit Order”. If you are an invoiced customer, simply hit “Submit Order”. You will be billed for this order after it’s completed on your next monthly invoice.

The screenshot shows the 'Payment' step of the order submission process. At the top, there is a progress bar with two steps: '1 Applicant Review' and '2 Payment', with '2 Payment' being the active step. Below the progress bar, a box displays 'Total Price: \$216.00'. Underneath this, a grey informational box states: 'Happy University - 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.' A blue button labeled 'SUBMIT ORDER' is highlighted with a green border. Below this button is a smaller blue button labeled 'BACK'. The top left corner features the ECE Dispatch logo, and the top right corner shows 'Happy University'. A dark blue footer at the bottom contains the text: 'Production v1.0.0 ©2025 — Educational Credential Evaluators, Inc. 101 W. Pleasant St., Suite 200 Milwaukee, WI 53212-3963 All Rights Reserved. Reproduction in whole or in part without permission is prohibited.'

The person that submitted the order will receive email confirmation. Your orders will appear in the “Submitted Orders” area of your Dispatch™ Dashboard.

The screenshot shows the 'Submitted Orders' area of the dashboard. At the top, there is a progress bar with two steps: '1 Applicant Review' and '2 Payment', with '2 Payment' being the active step. Below the progress bar, the heading 'Order Confirmation - Submitted Orders' is displayed. Underneath, a table lists the submitted orders. The table has three columns: 'Reference Number', 'Applicant Name', and 'Order Placed'. The first row shows 'M96562', 'John DOE', and '9/10/2025'. Below the table is a blue button labeled 'RETURN TO DASHBOARD'. The top left corner features the ECE Dispatch logo, and the top right corner shows 'Happy University'. A dark blue footer at the bottom contains the text: 'Production v1.0.0 ©2025 — Educational Credential Evaluators, Inc. 101 W. Pleasant St., Suite 200 Milwaukee, WI 53212-3963 All Rights Reserved. Reproduction in whole or in part without permission is prohibited.'