



**CENTER FOR APPLIED RESEARCH, EVALUATION AND EDUCATION, INC.
INTERNATIONAL EVALUATION SERVICE (IES /CAREE)**

P.O. Box 18358, Anaheim, California 92817-8358
Tel.: (714) 237-9272
Email Address: info@iescaree.com
Website: www.iescaree.com

OFFICE USE ONLY
Date: _____
Ref. # _____

APPLICATION FOR EVALUATION OF INTERNATIONAL CREDENTIALS

A. PERSONAL DATA: (Please print to ensure legibility)

1) Name: _____
Last/Family
First
Middle

Name on educational records: _____
Last/Family
First
Middle

2) Mailing Address: _____
Number & Street (include apt/unit/ste # if applicable)
City
State
Zip Code
Country

3) Telephone: Day _____ Evening _____ Male Female

4) Date of Birth: _____ Country of Birth: _____
Month /Day /Year

5) U.S. Social Security #: _____ Country(ies) where you were educated: _____

6) Have you applied to this Center before? Yes No If Yes Date: _____ Ref # _____

7) How did you learn about IES/CAREE? _____ Your Email Address: _____

B. PURPOSE OF EVALUATION:

Education (Degree Objective: _____)

Employment

Immigration

Professional Licensing (Specify: _____)

Other (Specify: _____)

C. TYPE OF REPORT NEEDED: (see Parts F & G on page 2)

General Report

Comprehensive Course-by-Course Report

GPA (additional fee / not available for General Report)

Rush Service (additional fee):

10 business day 5 business day 2 business day

D. EDUCATIONAL INSTITUTIONS ATTENDED (Required):

All educational institutions attended must be listed. Begin with the year started primary (elementary) school. End with the year and name of last institution attended (including current schools, if any). Write name of the awarded Certificate / Diploma as stated on your documents. Use additional paper if needed.

Month & Year attended		Name of School / College / University	Year of Graduation	Name of Certificate, Diploma, or Degree
From	To	[Year started Primary school: _____]	----	
		Secondary School: _____		

E. COMPLETE NAME & ADDRESS OF AGENCY / INSTITUTION for which the evaluation is intended. (PLEASE PRINT)

If you have an intended institution, provide the full name and address so it can be printed on the official evaluation. The sealed official evaluation can be mailed to you, or it can be mailed directly to institution if you check the box below. If requesting to mail directly to the institution, additional postage and handling will apply (see Item #8 on our Fee Schedule). If you leave this area blank, the evaluation report will not be addressed to any institution, and it will be sealed and mailed to you. State the deadline, if any.

_____ Mail directly to Institution.

NOTE: The evaluation reports prepared by IES/CAREE are advisory and are not binding upon any institution, agency, or organization which may use them.

By signing this Form, I represent and warrant that I have carefully read, fully understand and agree with all terms, conditions, & requirements specified on the pages following this Form, and related paperwork provided to me in connection with this Application.

Date: _____ Signature: _____

EVALUATION WILL NOT BE PROCESSED WITHOUT A VALID SIGNATURE

CHARTER MEMBER, NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES, INC. (NACES)

F. TYPES OF EVALUATION REPORTS:

1. **General Report:** A concise statement of equivalency, indicating the timeline of institutions attended, credentials (certificate, diploma, degree) awarded and recommendations for their U.S. range of equivalencies.
2. **Comprehensive Course-by-Course:** Includes a statement of equivalency (i.e. General Report) and course equivalency presented in a transcript format, listing subjects studied in corresponding academic year(s), with U.S. equivalency of grade and credits for each subject. Subjects considered to be at lower division level will be indicated.

G. CHECKLIST of required documents and information. Must be submitted in the Application package

(An unsigned Application, illegible writing, or incomplete data will delay the evaluation process)

- a) Fully completed and signed Application Form, especially Part D for educational background. You must read the IES/CAREE terms and conditions carefully before signing and submitting the Application form.
- b) Copy of legal proof of name change and current valid legal ID if current name is different than the name listed on the academic documents.
- c) Original or official credentials (transcripts/marksheets and certificates/diplomas), and any verification reports necessary (varies per country).
- d) Certified English translations by approved agency (see Part H.5. below for more details), if credentials are not issued by the institution in English.
- e) Two sets of copies/photocopies of original credentials and English translations (part G.(c). and part G.(d). above), *or* the Document Copy Fee (DCF) can be paid, per Fee Schedule (Item #11). Exemption: Official transcripts or credentials that are in sealed official envelopes and officially sealed closed by the issuing institution, are exempt from the DCF. If your credentials are officially sealed as described, please do not open the official envelope to make copies/photocopies. Copies/photocopies or DCF still apply to all other credentials and translations submitted.
- f) Filled out Fee Schedule.
- g) Full payment by check, cashier's check, money order, or online invoice in USD issued through a US financial institution. Total fee for rush requests must be paid in full by money order, cashier's check, or online invoice. Note that the evaluation fee is non-refundable for any reason except as stipulated in Part H.10.(3). below.

H. TERM AND CONDITIONS: [Do NOT submit this Application unless you agree to IES/CAREE's Terms and Conditions]

1. **Limited Liability of Service:** IES/CAREE shall have no liability to an applicant for the performance or nonperformance of an evaluation **or** for loss of or damage to documents submitted with respect to an application. It is not liable for any incidental or consequential damages if the equivalency anticipated by the applicants is not recommended. In short, IES/CAREE shall not be liable for any damages resulting from the use of an evaluation report.
2. **"Rush" service timing will begin only when all required documents, information, and fees have been received.** One (1) business day is considered the following/next business day. As an example, for requests received on March 8, 2021, a 2 business day rush is scheduled to complete on March 10, 2021, and a 5 business day rush is scheduled to complete on March 15, 2021. Furthermore, IES/CAREE assumes no liability related to the lateness of an evaluation report, other than the refund of the "Rush" fee if the evaluation report cannot be prepared within the stated time, upon receipt of all the requested materials. Business days are Monday through Friday, with the exception of federal holidays.
3. All evaluation reports and completed forms are property of IES/CAREE. Submitted copies/photocopies of credentials/documents become property of, and are retained by IES/CAREE. Official credentials/documents addressed and mailed directly to IES/CAREE from issuing institutions become property of, and are retained by IES/CAREE.
4. IES/CAREE reserves the right to seek legal redress and consequential damages if the Evaluation Report is used for any other purpose other than stated on Part B, page 1.
5. English translations must be certified and done by a verifiable ATA (American Translators Association) Translator, US Court Certified Translator, or US Federal Certified Translator, in good standing, if translated in the United States. If translated outside of the United States, IES/CAREE will accept most certified translations completed by an internationally recognized translation agency/institution from the country where the study was completed (e.g. embassy, university, Department of Justice, etc.). At any time, IES/CAREE reserves the right to require the Applicant to obtain a new translation from a different source if deemed necessary. Notarized-only translations and self-translations are not accepted.
6. Official or original transcripts/marksheets/diploma supplements, *and* diplomas/certificates/certification of graduation (if graduated), are required for all types of evaluations. Official documents are considered untampered academic credentials sealed in an official envelope and sealed by the issuing institution. Original documents are considered academic credentials (not in any sealed envelope) issued by the institution of study containing all original live signatures, stamps, seals, and usually on a secure paper medium. Certified copies, notarized copies, copies indicating "Student Copy", etc. are not considered original documents. If any alterations, discrepancies, or typographical errors are present, applicants will be required to contact their institution of study to correct the error, and have *official* academic credentials sent *directly from the issuing institution to our agency* (without passing through any third parties). Official or original documents issued in English by the institution of study are usually accepted, however IES/CAREE reserves the right to also request official or original documents in the original native language, at any time, for any reason, along with Certified English translations by an approved agency (per Part H.5. above). IES/CAREE reserves the right to request official documents sent directly to us from the institution of study for any reason.
7. For certain schools or countries that require the applicant to request for verification, or require verification of studies through embassies/consulates, the applicant will be responsible for all payment and process of obtaining verifying documents of all studies. For schools or countries that require additional payment for verification requests, the applicant will be responsible for any additional payment pertaining to verifications.
8. If the applicant's current name does not match the name on the academic documents, a copy of legal proof of name change and current valid ID (along with Certified English translations by an approved agency (per Part H.5. above), if applicable), will be required to use the applicant's current name on the evaluation. If no legal proof of name change is available or accepted, then the name on the academic documents will be used as the applicant's name on the evaluation.
9. For any programs attended in the United States leading up to the highest program of study outside of the United States to be evaluated, official transcripts must be sent from the U.S. institution of study to IES/CAREE. The program(s) of study will be included in the statement of equivalency. Programs completed in the United States are exempt from evaluation fees listed on the Fee Schedule. However, a one-time \$25 fee will be assessed.

10. Understanding and Agreement:

- (1) I understand that the IES/CAREE makes no guarantees or warranties (expressed or implied) to process the application and complete the evaluation in the way I anticipate. I agree to indemnify the Center and hold it harmless: **a)** for any damage resulting from acts undertaken and/or omissions allowed by IES/CAREE in any connection with this application, **b)** from any liability if the equivalency anticipated by me is not recommended, **c)** for any damages resulting from the use of the Evaluation. I agree to reimburse IES/CAREE for all costs, including legal expenses which it may incur as a result of any claim that I (or anyone having interest in my earnings of services) may make, based on the evaluation report and recommendations.
- (2) I authorize IES/CAREE to disclose any and all information reasonably required to be released in connection with the processing of this application, whether or not the evaluation is ultimately completed to my satisfaction. I acknowledge that, if any documents submitted with respect to an application appears or is determined by IES/CAREE to be irregular, altered, or falsified, the request for the evaluation will be immediately cancelled, no part of the fee will be refunded, and no documents will be returned. The institutions to which the evaluation was to be sent may be notified as well as members of the National Association Credential Evaluation Services (NACES), and any appropriate government agencies.
- (3) I agree that the fee charged by IES/CAREE to process this application is payable in advance, and that **it is not refundable** (in whole or part), unless there is excess fee. I understand that if I cancel a routine evaluation request within three (2) business days of receipt by IES/CAREE, I will be charged the processing fee and postage/handling fee; and if the cancellation was for a Rush request, the Rush fee is not refundable at any time.
- (4) I understand that any returned check will be charged an extra \$25 penalty fee, and to be resubmitted in Money Order only.
- (5) I also understand that if I agree to have the evaluation completed as requested or explained to me, IES/CAREE has the right to collect the fee in full, even though the evaluation report has not yet been delivered due to unpaid fee balance.
- (6) I understand that IES/CAREE reserves the right to close/cancel any evaluation with no refund, or charge an extra fee, if any requested information, documents, or fee balance to complete an evaluation is not received within two months of receiving the evaluation application request, or within the time limits indicated in written correspondence with the applicant, whichever is longer.
- (7) I release IES/CAREE from any liability for loss or damage to documents submitted to IES/CAREE, that is not from a willful act of negligence, or that is beyond IES/CAREE control (i.e. delivery services).
- (8) I understand that IES/CAREE reserves the right to refuse service to anyone, and may reject this application or any future request, for any reason, at any time.
- (9) I understand that these terms and conditions, and information provided on the website by IES/CAREE is subject to change at any time.
- (10) I certify that the information set forth on this application, and on any detailed analysis or the other paperwork relating to this application, is true, accurate and correct.

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CONSENT TO DISCLOSE RECORDS TO A THIRD PARTY

I _____, hereby voluntarily and knowingly give my consent to authorize the release of information from my educational records to:

**Center for Applied Research, Evaluation and Education, Inc.
International Evaluation Service
(IESCAREE)**

I understand that the information obtained will solely be used for the purpose of evaluating my academic credentials.

I understand that this information may be released orally, in electronic or digital form, or in the form of written records.

Student Name on Academic Records (printed): _____

Student Signature: _____

Date: _____

Student ID / Roll Number (if applicable): _____

University ID / Institution ID (if applicable): _____