CENTER FOR APPLIED RESEARCH, EVALUATION AND EDUCATION, INC.
INTERNATIONAL EVALUATION SERVICE
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RECONSTRUCTION BY SYNTHESIS FORM

Applicant's Name: _____ **Birth date:** _____
Last/Family First Middle

I. INSTRUCTIONS FOR COMPLETING THE RECONSTRUCTION OF DOCUMENTS BY SYNTHESIS FORM

The Reconstruction of Documents by Synthesis Form is meant to provide the Center with the information essential in calculating the appropriate credits for each of the subjects listed on your academic transcript. A detailed history of your educational background is necessary. Please carefully read the instructions for completing the Form and follow them precisely. **Incomplete data will delay your evaluation process**

1) You should use a pen. Do not leave any item unanswered. When appropriate, insert N.A. (not applicable).
2) Do not give your own grades or your own conversion of semester-hours.
3) When answering section B, be specific in stating the academic years (e.g. 1970-1971); the subject matter studied; the number of hours of instruction per week; and the number of weeks per academic
4) Criteria used for evaluation are based on your truthful and accurate statements, which will be compared with existing transcripts and/or curriculums of the specific institutions stated.
5) Sign, date and send the original completed Reconstruction Form promptly to the Center.
6) Please return the original completed Reconstruction Form with original signature.

II. RECONSTRUCTION OF DOCUMENTS BY SYNTHESIS FORM

A. Previous education outside the U.S.:
List below in chronological order all schools, institutions, colleges and universities which you attended in your country and/or outside the U.S.

Month & Year		Name of School / College / University	Year of Graduation	Name of Certificate, Diploma, or Degree
From	To			
		Elementary School:		
		Secondary School:		

B. Detailed outline of program(s) studied in country of origin outside the U.S.:

- List the subjects as they appear on your transcript/marksheet in chronological order
- To your best recollection, provide the following information for each subject:
  - **(1)** Time frame of study
  - **(2)** Total hours of lecture and lab (if applicable) per week
  - **(3)** Number of weeks studied per year
    (Generally, if the subject was studied for the whole year, input 40 weeks, if the subject was studied for only half a year, input 20 weeks)

(1) Months & Years attended		**Subjects/Courses (Contents of Subjects/Course if available)**	**(2) Hours per week**		**(3) No. of weeks per year**
From	**To**		**Lecture**	**Lab**	

Please use additional paper if more space is needed.

I hereby certify that the above statements are true and correct. I will be held legally responsible for any false statements that I make on this Reconstruction by Synthesis Form.

Signature of Applicant: _____ **Date:** _____