

F. TYPES OF EVALUATION REPORTS:

1. **General Report:** A concise statement of equivalency, indicating in chronological order the institutions attended, credentials (certificate, diploma, degree) awarded and recommendations for their U.S. range of equivalencies. (commonly for employment and immigration)
2. **Course-by-course Report:** Presented in a transcript format, listing all 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. There is no statement of equivalency included in this report. (intended for students who need transfer credits only)
3. **Comprehensive Report:** Consists of both General and Course-by-Course Report. (commonly for professional licensing and graduate admissions)

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

(An unsigned Application 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) Original or official credentials (transcripts/marksheets and certificates/diplomas), and any verification reports necessary (varies per country).
- c) Certified English translations by approved agency (see Part H.5. below for more details), if credentials are not issued by the institution in English.
- d) Two sets of copies/photocopies of original credentials and English translations (part G.(b). and part G.(c). above), *or* the Document Copy Fee (DCF) can be paid, per Fee Schedule (Item #12). 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.
- e) Filled out Fee Schedule.
- f) Full payment by check or money order in USD issued through a US financial institution. Note that the evaluation fee is non-refundable for any reason except as stipulated in Part H.6.(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.** 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.
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. **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 (3) 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, when there is no response received from the applicant, IES/CAREE reserves the right to cancel any evaluation, with no refund, or charge an extra fee, if the requested information, documents, or fee balance, is not received within two months of the IES/CAREE's request date, or within the time limits indicated in the correspondence with the applicant.
 - (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.