



RETURN COMPLETED APPLICATION TO:
INTERNATIONAL EVALUATION SERVICES
P.O. BOX 505
MARLBORO, NJ 07746-0505
Tel: (732) 462-5502 Fax: (732) 462-5664

APPLICATION FOR EVALUATION

PLEASE SEE INSTRUCTIONS ON REVERSE SIDE BEFORE FILLING OUT THIS FOR

1. PURPOSE OF EVALUATION:

Immigration Employment Further Education Professional Certification/Licensing

2. BASIC APPLICATION FEES (choose one)

General Document Review (\$50) Course by Course Report (\$100) Professional/Work Experience (\$250)

3. RUSH SERVICE FEES (choose one)

Same Day (\$125) One (1) Day (\$100) Four (4) Days (\$75)

(Rush Fees are in addition to the Evaluation Fees)

4. EXTRA COPIES Copies Requested _____ (at \$10 each) Notarized Evaluations _____ (at \$10 each)

5. INCLUDE PAYMENT WITH EVALUATION REQUEST: Amount Enclosed \$ _____

6. APPLICATION (please print or type)

Name _____
(Last/Family name) (First/Given) (Middle or other)

Mailing Address _____
(Number and Street) (Apartment Number)

(City) (State/Province) (Zip/Postal Code) (Country)

7. Day Phone () _____ **Fax** () _____ **E-Mail** _____

S.S./ID No. (optional) _____ Male Female

8. Date of Birth _____ **Country of Birth** _____ **Country of Citizenship** _____

9. Have you ever submitted an application to IES? Yes No If yes, **Date** _____ **IES Reference #** _____

From whom did you learn about IES? _____

10. Please list all educational institutions attended, beginning with secondary school and including the one you are currently attending.

Name of Institution	Degree / Diploma	Year of Graduation	Country	Dates of Attendance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby certify that all the information provided herewith by me is correct, I have read and understood the instructions and conditions provided in this application and agree to the terms stated herein. I understand that this report is advisory and not binding upon any agency or institution that uses it. Finally, I release International Evaluation Services and its officers from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation report.

Signature of Applicant or Legal Representative

Full Name (printed)

Date

INSTRUCTIONS AND TERMS

Section I (Required Documentation)

- o Check or Money Order payable to: **International Evaluation Services**.
- o A **self addressed, stamped envelope** (9.5" x 4.25" business size).
- o Clear and legible photocopies of all original educational documents must accompany each application.
- o All final degrees, diplomas and certificates.
- o All transcript/grade reports/marksheets that show all the subjects studied/examinations/and grades.
- o All non-English documents must be submitted with a complete, literal, word-for-word official English translation.
- o IES will not require original documents unless their authenticity is questionable
- o In addition, for combined professional/educational evaluations, the following is also required:
 - a) Detailed resume listing job titles, responsibilities, and number of years employed;
 - b) Professional diploma(s)/Certificate(s), if any;
 - c) Letter(s) from employer(s) stating number of years employed, duties and job title(s), including last job title attained;
 - d) A thorough description of the job duties.

Section II (Types of Evaluation Reports)

- o **General Document Review** - This report includes an evaluation and explanation of each educational diploma or certificate and its American equivalencies. This report is best suited for those seeking employment, professional licensing, and/or immigration status. Be sure to enclose copies of all terminal diplomas or certificates.
- o **Course-by-Course Report** - In addition to describing each educational diploma or certificate, this report provides comparable American grade and credit equivalencies for undergraduate and graduate level education. This report is best suited for those wishing to be considered for advanced standing at a college and/or university, or for other matters such as licensing and employment, where specific subject areas must be identified.
- o **Professional/Work Experience** - This report includes an educational evaluation combined with work experience in accordance with INS Regulation 8CFR214.2(H)(4)(iii)(DX5).

Section III (Fee Schedule)

- o **General Document Review \$50.00**
- o **Course- by-Course Report \$100.00**
- o **Work Experience/Professional Report . . . \$250.00**
Reports are usually generated within (10) to (15) business days from the receipt of all fees and documentation.

(Rush Service - fees in addition to the evaluation fee)

- o **Same Day** - The evaluation is completed, faxed, and mailed **on the same business day: \$125.00**
- o **Priority Rush** - The evaluation is completed, faxed, and mailed **within one (1) business day: \$100.00**
- o **Rush Service** - The evaluation is completed, faxed, and mailed **within four (4) business days: \$75.00**

(Extra Copies/Notarized and Mailing Service)

- o **Additional Copies:** One original report is included in the evaluation fee. Additional copies requested with the initial evaluation report cost **\$10.00** each. If the request is made at a later date, each copy requires a fee
- o **Notarized Evaluation Report:** Each notarized evaluation report requires a fee of **\$15.00**.
- o **Mailing Service (fees subject to change):** Domestic Overnight (add **\$15.00**) Certified Mail (add **\$5.00**)

Section IV (Procedures and Terms)

Request for Additional Documentation or Information - In case of incomplete documentation and information, a document request will be issued. An evaluation report will be prepared after all necessary documents have been submitted to International Evaluation Services.

Re-evaluation - Re-evaluations based on documents not submitted with the original request are considered new evaluations, and a second payment of the basic fee is required.

Re-Assessment of Educational Equivalencies - IES evaluations are based upon the investigation and interpretation of the most current information and resources available to qualified evaluators in the United States. IES reserves the right to modify educational equivalencies as new and additional information becomes available.

Forged and/or Altered Documents - IES reserves the right to verify the authenticity of documents submitted to us by contacting the issuing institution(s). If IES is notified that the document(s) has/have been forged, altered/or tampered in any way, the evaluation report will be canceled. All documents become the property of International Evaluation Services. All the recipients on the application form will be notified, and no fees will be refunded.

International Evaluation Services reserves the right not to accept an application for evaluation.

**THE EVALUATION STANDARDS FOLLOWED ARE THOSE APPROVED BY THE
NATIONAL COUNCIL OF THE EVALUATION OF FOREIGN EDUCATIONAL CREDENTIALS**