



Institute for International Credentials Evaluation APPLICATION

Thank you for your interest in our service. The Institute for International Credentials Evaluation (the Institute) provides statements of U.S. educational equivalency of foreign educated persons who need such statements for educational, employment, immigration and other purposes. The Institute does not evaluate medical degrees.

The Institute evaluations are advisory and are not binding for the receiving institution. The Institute evaluations are not used for admission or transcript credit evaluation purposes for undergraduate or graduate admission at California State University, Fresno. If you are planning to attend classes at California State University, Fresno, please complete the admission application process, and an evaluation will be done as part of the admission process; you will not need an Institute evaluation. If you are applying for the teacher credential program at the University, you will need to complete applications for both the Institute and the admissions office.

PERSONAL INFORMATION

Last/Family Name:	First Name:	Middle Name:	
Previously Used Names:		Date of Birth: (mm/dd/yyyy):	
E-Mail address:			
Applicant's direct-mailing address:			
City:	State:	Zip Code:	Country:
Home Phone:		Cell Phone:	

PURPOSE OF EVALUATION (check all that apply):

FOR OFFICE USE ONLY

<input type="checkbox"/> Employment	<input type="checkbox"/> Immigration	Education - For admission to	Ref#
<input type="checkbox"/> Teacher Certification	<input type="checkbox"/> Salary Adjustment	<input type="checkbox"/> High School	Evaluator:
<input type="checkbox"/> Professional Licensing/Certification		<input type="checkbox"/> 2-Year Community College	Proofer:
<input type="checkbox"/> Other:		<input type="checkbox"/> University	In:
		<input type="checkbox"/> Other:	Out:
			Amount pd:

5150 North Maple Avenue, M/S 56 ■ Joyal Administration Building, Room 256 ■ Fresno, California 93740-8026

Tel: (559) 278-7622 Fax: (559) 278-7879

E-Mail: credeval@iicecsufresno.net Website: www.fresnostate.edu/studentaffairs/issp/iice

SERVICES AND FEES

Standard Reports (Please check one)

<input type="checkbox"/> Degree Equivalency Report: \$90 One sealed report that lists each degree/certificate (High school, Bachelor, Master, etc.) that you wish to be evaluated. Initial fee of report covers up to four degrees only. Add \$25.00 for each additional degree/certificate after the fourth degree/certificate. Grades, grade-point average and credits are not shown on this type of report.	\$ _____
Additional Documents after the fourth degree/certification: \$25 each x _____ =	\$ _____
<input type="checkbox"/> Detailed Report: \$185 One sealed report that includes degree equivalency, course listings, grade-point average, and semester credit hour equivalency (grades/marks and credit hour information must be submitted with transcripts). This type of report is required for teacher candidates. ❖ Our report only reflects the coursework as it is written on your transcript or mark sheets . We do NOT add courses or paper titles if they are not clearly spelled out on your transcript.	\$ _____

Additional Services (Check all that apply)

<input type="checkbox"/> Re-evaluation-Detailed Report: \$95 NOT an initial report. Only used when a document(s) was not included in initial report.	\$ _____
<input type="checkbox"/> Re-evaluation-Degree Equivalency Report: \$45 NOT an initial report. Only used when a document(s) was not included in initial report.	\$ _____
<input type="checkbox"/> 5-Day Rush Service*: \$75 Date received: _____ Time received: _____ "Five days" begins after all documents are received. Call for availability.*	\$ _____
<input type="checkbox"/> 3-Day Rush Service*: \$125 Date received: _____ Time received: _____ "Three days" begins after all documents are received. Call for availability.*	\$ _____
<input type="checkbox"/> Extra Reports (see mail instructions): \$15 each x _____ =	\$ _____
<input type="checkbox"/> Courier Service (US only): \$20 per address	\$ _____
<input type="checkbox"/> Overseas postage required for all mail going outside the U.S.: \$60	\$ _____
<input type="checkbox"/> Photocopy Services (Walk-in or by appointment clients only): \$5 Flat Fee Any photocopies of original documents submitted for evaluation.	\$ _____

TOTAL \$ _____

Payment Requirements

- ❖ Payment in the form of a check (with printed name and address), cashier's check, money order or cash must accompany all applications in the exact amount; payable to 'Institute for International Credentials Evaluation'.
- ❖ **RUSH SERVICES REQUIRE A CASHIER'S CHECK OR MONEY ORDER**
- ❖ All cash payments must be the **exact amount**. We cannot provide change.
- ❖ Credit and debit cards are NOT accepted.
- ❖ Overseas payments must be in U.S. traveler's checks or in U.S. dollars and drawn on a U.S. bank.

PICKUP INSTRUCTIONS

- Yes. I prefer to pick up my documents. Please notify me via telephone or email when the evaluation report is complete.

MAIL INSTRUCTIONS

- Mail my original documents and evaluation report(s) to the mailing address in section 1.
OR
- Mail my original documents to the address on page 1 and the evaluation report to the address below (no P.O. Box addresses, please).
OR
- Mail the extra report requested to the address below (see page 2 for extra report costs).

Name:

Mailing address:

City:	State:	Zip Code:	Country:
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Name:

Mailing address:

City:	State:	Zip Code:	Country:
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- ❖ Please note that if you selected to pick up your documents from our office, government issued photo identification is required to be presented at time of pick up. The name on the photo identification must be legible (clearly printed, in English). We reserve the right to hold onto the documents until proper identification is presented.

AUTHORIZATION

If you are granting authorization to someone else to communicate/submit documents/pick up/obtain personal information on your behalf, please complete the following:

I, _____, hereby give authorization to _____.
(Last, First, Middle) (Last, First, Middle)

EDUCATIONAL HISTORY INSTRUCTIONS

1. **ALL ORIGINAL** educational documents, beginning with secondary school (high school), must be provided to the institute. This includes transcripts, diplomas, mark sheets, certificates, etc. that list the courses taken, the grades/marks achieved in each course, the amount of time spent in each course (e.g. three hours a day for 16 weeks), and proof of completion (diploma and/or certificate). All original documents will be returned to you.
2. **Documents in languages other than English must be accompanied by official, certified, literal English translations. A literal translation is a word-for-word translation.** Translations that are paraphrased versions (interpretive) of the original document will not be accepted. If the issuing institution did not translate the document into English, a signed statement must accompany the translation giving the qualifications of the translator. The Institute requires that the English translation use the same format as the original language document and that all words or symbols appearing on the original language document be included in the English translation. Translations completed by a U.S. notary public are not acceptable. The Institute reserves the right to request for new English translations if the one provided is not accurate.
3. Please explain any gaps in your education. Do not omit any school that you attended.
4. If your current name does not match the name on your credential(s), you must submit official proof of name change.
5. Be certain that you have all the necessary documents before sending your application, as missing documents will delay the processing of your evaluation.
6. Please note that failure to list any portion of your educational history can seriously change the outcome of your report.

List all educational institutions attended, beginning with the first year of secondary school (high school) and ending with the last year of education including the school in which you are currently enrolled, if any.

Dates of Attendance From and To (Years only)	Name of Certificate, Diploma or Title	Name of Institution	City and Country of Institution	Length of Program
Secondary/High School:				
Post-Secondary/University:				

TERMS AND CONDITIONS

Please read the following carefully. You must sign the bottom of this page as an indication of your agreement with the terms and conditions below before an evaluation will be issued.

1. **All fees are non-refundable** when reports have been completed.
2. A \$35.00 non-refundable initial processing fee will be deducted if your report cannot be completed. This includes the client's decision to cancel a pending and/or in-progress file. Postage and handling for domestic and overseas mailing is deducted, if applicable.
3. Once documents have been accepted, processing begins instantly.
4. If the Institute determines that the evaluation report cannot be completed, then you agree that the Institute is not responsible for any incidental or consequential damages which you may incur.
5. You agree to reimburse the Institute any and all costs, including legal expenses, which the Institute may incur as a result of any claim that you or anyone having any interest in your earnings or services may make, based on the report the Institute produces from this application and your documents.
6. Information and documents relative to your application may be disseminated to professional credential evaluators. You authorize such dissemination.
7. The Institute reserves the right to verify the authenticity of the documents submitted. **If an applicant submits forged or altered documents, an evaluation will not be issued and fee will not be refunded. DO NOT SUBMIT ALTERED DOCUMENTS.**
8. Priority handling does **not** include mailing times, weekends or holidays. The Institute will not accept liability for late rush reports, except for refunding the priority portion of the fee.
9. Evaluations will be made by persons who are qualified in the field of foreign credentials evaluation, but the Institute cannot guarantee that the recipient of a report will agree with it.
10. All evaluations are advisory in nature and are not binding for the receiving institutions or for California State University, Fresno.
11. The Institute uses a courier ground service to return documents. We have found this service to be reliable and fully traceable. The fee is built into our processing charges. If the courier ground service cannot deliver the documents, you will be required to pay additional courier ground expenses.
12. Please make photocopies of all the documents submitted, for your own record. All original documents will remain with the institute for the duration of the evaluation process. Documents will not be released for any reason during the processing time, but will be returned once the report has been completed.
13. You certify that the information provided on this application is true, accurate and correct.
14. Fees are subject to change without notice.

CHECKLIST

- Application
- Educational History (page 4) completely filled in
- Original Documents (transcript and degrees/certificates) for all levels of education listed in the educational history
- Certified English Translation (for any document that is not already in English)
- Proof of name change (if your current name differs from that on your documents, for any reason)
- Application fees (see page 2 of application)

I HAVE READ AND UNDERSTAND THE ABOVE AND AGREE WITH THE TERMS AND CONDITIONS

Signature of applicant:

Please print name:

Date (mm/dd/yyyy):

