INSTITUTE FOR INTERNATIONAL CREDENTIALS EVALUATION
AT CALIFORNIA STATE UNVERSITY, FRESNO

5150 North Maple Avenue, M/S 56
Joyal Administration, Room 256
Fresno, California 93740-8026
Tel.: (559) 278-7622
Fax: (559) 278-7879
E-Mail: iicecsufresno@cvip.net

APPLICATION FOR CREDENTIALS EVALUATION

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.

Institute evaluations are advisory and are not binding for the receiving institution. 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. However, if you are applying for a teacher credential program at the University, you will need to complete applications for both the Institute and the admissions office. The university 's credential analyst needs the Institute report for teaching credential purposes.

1. Personal Information

Name_____
(print last or family name) (print first name) (print middle name)

_____Date of Birth_____
(print previously used names) (mm/dd/yyyy)

E-Mail address _____

Applicant's direct-mailing address_____
(number & street) (apt.)

_____
(print city & state) (zip or postal code) (country)

Tel. Day: (_____) _____ Tel. Evening: (_____) _____ Fax: (_____) _____

2. Purpose of Evaluation

- ☐ **Employment**
- ☐ **Teacher Certification**
- ☐ **Professional Licensing/Certification**
- ☐ **Other** _____
- ☐ **Immigration**
- ☐ **Salary Adjustment**

Education - For admission to
- ☐ High School
- ☐ 2-yr Community College
- ☐ University
- ☐ Other _____

For Office Use Only
Ref#_____
Evaluator _____
Proofer_____
In_____
Out_____

Amount pd_____

3. Services and Fees

Please check **one** type of evaluation report you want and any optional services that apply:

Standard Reports

☐ **Detailed Report ($185)** $_____

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. **NOTE:** Our report only reflects the coursework **as it is written on your transcript or mark sheets**. We do **NOT** add course or paper titles if they are not clearly spelled out on your transcript.

☐ **Degree Equivalency Report ($90)** $_____

List each degree/certificate (Bachelor, Master, etc.) that you wish to be evaluated. 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/certificate ($25 ea) x = $_____

Additional Services

☐ **Re-evaluation-Detailed Report ($95)** $_____

NOT an initial report. Only used when a document(s) was not included in initial report.

☐ **Re-evaluation-Degree Equivalency Report ($45)** $_____

NOT an initial report. Only used when a document(s) was not included in initial report.

☐ **5-Day Rush Service* ($75) Date received: _____ Time received: _____** $_____

"Five day count" begins after all documents are received. Call for availability.

☐ **3-Day Rush Service* ($125) Date received:_____ Time received:_____** $_____

"Three day count" begins after all documents are received. Call for availability.

☐ **Extra copies (see mail instructions) $15 each x_____=** $_____

☐ **Courier service (US only) ($20 per address)** $_____

☐ **Overseas Postage required for all mail going outside the U.S. ($60)** $_____

Please note that there are certain times when priority handling is unavailable. Please check with the Institute if you need a three or five-day priority processing. Priority handling does **not include mailing times, weekends or holidays.*

TOTAL $_____

Payments

- Payment in the form of a check, cashier's check, money order (RUSH services require a cashier's check or money order) must accompany all applications, payable to Institute for International Credentials Evaluation.
- Overseas payments must be in U.S. traveler's checks or in U.S. dollars and drawn on a US bank.
- Fees are subject to change without notice.

Refunds

No refund will be made once a report is complete. A $35.00 non-refundable initial processing fee will be deducted if your report cannot be completed. Postage and handling for domestic and overseas is deducted, if applicable.

Mail Instructions

☐ Mail evaluation report to the mailing address in section 1.

OR

☐ Mail one copy of the evaluation report to the address in section 1 and one copy to the address below (no PO Box addresses, please):

Name: _____

Address: _____

4. Application Instructions

1. ALL **SEALED, ORIGINAL** educational documents 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). For detailed reports, the Institute requires the diploma and also the transcript or mark sheets. 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 translation use the same format as the original document and that all words or symbols appearing on the original be left off the translation. The Institute reserves the right to request new English translations if the one provided is not accurate.
3. Please explain any gaps in your education. (See section 5 below). Do not omit any school that you attended.
4. If your name does not match the name on your credential, 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 submit all the necessary documents together, as missing documents will delay the processing of your evaluation.**

5. Educational History

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

Dates of Attendance From /To	Name of Diploma, Certificate or Title	Name of Institution	City & Country	Age

6. Authorization

I _____ have permission to submit documents for _____and I am authorized to obtain personal information.

7. Checklist of Items

- ☐ Application for Credentials Evaluation (section 1)
- ☐ Educational History (section 5)
- ☐ Original documents including degrees/certificates
- ☐ Certified English translation (if appropriate)
- ☐ Application fees
- ☐ Signed Terms and Conditions Form (section 8)

8. 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 nonrefundable** when reports are complete.
2. If the Institute is not able to complete report, the Institute will return the materials and fee payment, less a $35 processing fee.
3. 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.
4. 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 makes from this application and your documents.
5. Information and documents relative to your application may be disseminated to professional credential evaluators. You authorize such dissemination.
6. 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, the fee will not be refunded. The Federal Bureau of Investigation's Forged Document unit, recipients listed on the evaluation, and the institution or board that has supposedly issued the documents will be notified. DO NOT SUBMIT ALTERED DOCUMENTS.**
7. The Institute will not accept liability for late rush reports, except for refunding the priority portion of the fee.
8. 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.
9. All evaluations are advisory in nature and are not binding for the receiving institutions or for California State University, Fresno.
10. 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 documents, you will be required to pay additional courier ground expenses. Express service is an additional fee.
11. You certify that the information provided in this application is true, accurate, and correct.

I have read and understand the above and agree with the terms and conditions.

Signature of applicant _____ Date_____

Please print name_____