



Request Form for Foreign Education Credentials Service

Mail to: American Association of Collegiate Registrars and Admissions Officers
International Education Services
One Dupont Circle, NW, Suite #520
Washington, D.C. 20036-1135

Name: _____
(Last or Family) (First) (Middle) (Maiden/other)

Your mailing address:

(Note - you will receive one copy of the completed evaluation. If you want that copy to be mailed to someone other than yourself, please give that address below, and indicate "0" additional copies.)

Phone number: _____

FAX Number: _____

E-mail address: _____

Date of Birth: _____ **Place of Birth:** _____
(mm/dd/yy) (City, country)

Requesting:

- ~ Basic statement of comparability - \$75, or
 - ~ Course-by-course evaluation * - \$190
- *If the credentials presented are not recommended for university-level recognition (i.e., transfer credit), you will only be charged for a "basic statement of comparability."

~ Optional 48-hour service * - \$150 additional (includes FedEx return)

~ Optional expedited service * (7 days turnaround) - \$100 additional

*These services are completed within the indicated number of business days once all necessary records have been received. It **does not** account for initial processing, payment processing, or mailing time.

Purpose of Evaluation:

- ~ Further education
- ~ Employment
- ~ Professional Licensure
- ~ Other _____

Mail additional copies to:

Number of additional copies requested _____
Additional copies are available at a \$25 per copy.

Educational Chronology:

Please list all institutions attended beginning with secondary institutions

Name of Secondary School(s)	Location (City / Country)	Dates of attendance	Name of Secondary School leaving certificate, diploma, or examination*	Date completed, or date awarded,
Name of Postsecondary Institution(s)	Location (City / Country)	Dates of attendance	Certificates, degrees & exams completed*	Date completed, or date awarded,

*List credentials using indigenous (original language) terms

Attachment checklist-make sure these items are attached to this form when sending to AACRAO:

- ~ Completed request form
- ~ Copies of all official foreign educational records (in original language), with literal translations if documents are not in English.

Method of payment (check one):

- ~ Money order (US currency) included (no personal checks accepted)
- ~ Credit card: (American Express, MasterCard, Visa only)

Type of card: _____
(American Express, MasterCard, or Visa)

Name of cardholder: _____

Card number: _____

Expiration date: _____

Signature of cardholder: _____

I certify that all statements made on this application form are correct and truthful.

Signature: _____ **Date:** _____

Notes and Instructions:

1. Copies of all official foreign educational records must be submitted in the original language.
2. Records not in English must be accompanied by a literal English translation. Translations do not have to be certified, but must be literal (word for word) and the translator must sign the translated copy and include contact information.
3. Photocopies of official records are acceptable.
4. Payment of appropriate fees is accepted in US Dollars by money order or credit card (American Express, MasterCard, Visa). NO PERSONAL CHECKS ARE ACCEPTED.
5. All completed evaluations are mailed First Class (or Foreign Air Mail to overseas addresses), including requests for 7-day expedited service. If you need to have completed evaluations returned by courier service, you will need to prepay for such service and include prepaid mailers with your request form. The 48 hour expedited service includes FedEx return
6. If you cancel a request before the evaluation is completed you will be charged a \$30 cancellation fee.
7. All materials submitted to International Education Services become the property of AACRAO and cannot be returned.

Address all materials to:

**American Association of Collegiate Registrars and Admissions Officers (AACRAO)
International Education Services
One Dupont Circle, NW, Suite 520
Washington, D.C. 20036-1135**

Forward e-mail inquiries to: oies@aacrao.org

Phone inquiries to: (202)296-3359

FAX: (202)822-3940

See AACRAO Website at www.aacrao.org for further information

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