



# Global Credential Evaluators, Inc.

Phone: 800-707-0979 FAX: 512-528-9293 Internet [www.gceus.com](http://www.gceus.com)

For Office Use Only

Ref # \_\_\_\_\_

Date \_\_\_\_\_

Fees: \_\_\_\_\_

## APPLICATION FOR EVALUATION OF EDUCATIONAL CREDENTIALS

Please complete **ALL** sections of the application form and sign it. Be sure to enclose **ALL** required documentation and fees. Incomplete (or incorrect) information or missing fees will result in a delay in the processing of your application. Once application is received, GCE, Inc. assumes all necessary documentation has been submitted.

### CLIENT INFORMATION:

Name: \_\_\_\_\_  
Family/Last Given/First Second/Middle

Name on Educational Records: \_\_\_\_\_  
(if different) Family/Last Given/First Second/Middle

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender \_\_\_ M \_\_\_ F  
Month Day Year

Mailing Address: \_\_\_\_\_  
Number Street Apt #

City State Zip/Postal Code Country

Day Telephone Number (\_\_\_\_) Fax Number (\_\_\_\_)

Electronic Mail Address \_\_\_\_\_

Yahoo blocks all e-mail from GCE, please use another account if possible, or add [info@gcevaluators.com](mailto:info@gcevaluators.com) and [gce@gceus.com](mailto:gce@gceus.com) into your address book)

Have you previously used the services of GCE, Inc.?  No  Yes If yes, Office:  Texas  Arizona  Mississippi  Virginia

Reference #: \_\_\_\_\_ Date Completed: \_\_\_\_\_

### PURPOSE: (Check the appropriate boxes)

\_\_\_\_\_ Education \_\_\_\_\_ Employment  
\_\_\_\_\_ Immigration \_\_\_\_\_ Nursing  
\_\_\_\_\_ Professional Engineering Board of Texas and ABET \_\_\_\_\_ Licensure \_\_\_\_\_  
\_\_\_\_\_ Teacher Certification (state) \_\_\_\_\_ Other \_\_\_\_\_

### EDUCATIONAL HISTORY:

List all educational institutions attended or are attending, including secondary institutions. Write the name of each certificate or diploma in English and in the native language. Native language records must be accompanied by English translations for the documents you want evaluated.

| Name of Institution | Country | Entered (month/year) | Departed (month/year) | Name of Diploma or Certificate if Awarded |
|---------------------|---------|----------------------|-----------------------|---|
|                     |         |                      |                       |   |
|                     |         |                      |                       |   |
|                     |         |                      |                       |   |
|                     |         |                      |                       |   |

Number of pages submitted to this service for evaluation (not including application pages) \_\_\_\_\_

APPLICATION (continued)





# Global Credential Evaluators, Inc.

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## INSTRUCTIONS

Global Credential Evaluators, Inc. (GCE) provides evaluation reports for persons who have completed part or all of their education outside the United States. The reports are used for further education, employment, professional licensing, and similar purposes **GCE evaluates foreign academic credentials ONLY. American credentials submitted to GCE will not be evaluated nor mentioned in the report.**

### APPLICATION PROCEDURES

Persons requesting an evaluation report must submit **ALL** of the following in one packet:

1. Application form, signed and completed in full
2. Clear and legible photocopies of all official educational documents (diplomas, certificates, transcripts, mark sheets, grade reports, etc. indicating all subjects taken and credit hours earned), beginning with the final year of secondary school
3. Complete, literal word-for-word, certified English translation of all foreign language documents
4. Payment by credit card, money order or cashier's check for the correct amount made payable to Global Credential Evaluators, Inc.

If a course-by-course report is requested, documents with full-course titles must be submitted.

All documents listed above become the property of GCE; none will be returned unless requested (See Return Document fee, first page of application.)

### TYPES OF EVALUATION REPORTS

#### 1. Document-by-Document Report

This report identifies and describes each credential and provides its U.S. equivalent. U.S. grade average (GPA) equivalent is included only when specifically requested by the applicant. (See first page of application.)

**Purpose:** Employment, immigration and education where transfer credit is not expected.

#### 2. Course-by-Course Report

This report identifies and describes each credential, provides its U.S. equivalent and provides the U.S. credit and grade equivalents for each subject studied beyond the secondary level. You must include all transcripts/ mark sheets and degrees/diplomas for this evaluation. This report includes the document-by-document report.

**Purpose:** Employment, professional certification and/or licensing and education where transfer credit is possible.

#### 1. Professional Engineering

Evaluations are completed using the ABET criteria. Original transcripts and degrees are required and will be returned upon completion of the evaluation, at no charge. This type of evaluation cannot be used for any other purpose as grades and grade point average is not calculated. Two-week turn around time cannot be guaranteed as records may be verified with the issuing institution. Rush service, when available, requires an additional fee. A refund for rush service will be made if the service cannot be provided at that time.

### GENERAL GUIDELINES AND CONDITIONS

#### TRANSLATIONS AND PHOTOCOPIES

All non-English documents must be accompanied by certified English translations. Photocopies of original documents on which English language translations are based must accompany the application. All photocopies of original documents become the property of GCE.

#### VERIFICATION

GCE reserves the right to request original documents for verification purposes. Such documents will be returned if payment for copying and return postage (\$10.00 return document fee) is received. GCE reserves the right to verify documents with issuing institution(s) and/or request that a credential be issued in English if the issuing institution prepares English language credentials. Some schools will require payment to verify records. If this happens you will be required to send us a check for the amount the school needs.

#### REQUEST FOR ADDITIONAL DOCUMENTATION

In the case of missing translations or matching native language documents the applicant will be notified by mail. An evaluation report will be prepared **ONLY** after all supporting materials have been submitted to the satisfaction of GCE.

## EVALUATIONS FOR INSTITUTIONS

Most applicants are referred to GCE by agencies or institutions. When this is not the case, applicants are advised to check with the agency or institution to which they intend to submit the report to make certain that the report will be recognized. **Some institutions now require that all evaluations are done using original educational documents. Please check with the admitting institution to find out if this applies to them. Texas Southern University (TSU) requires that we do all evaluations from Original documents that are sent to us by the school(s) that you have attended.**

## FORGED AND ALTERED DOCUMENTS

When it has been determined that **ANY** document submitted has been forged, altered, or falsified in any way, the application will be cancelled, no evaluation report will be prepared, and no refund will be made. The documents become the property of GCE. All third parties indicated on the application will be notified.

## FEES AND PROCESSING TIME

Payment is required at the time of application for the research and preparation of evaluation reports. Payment must be made in U.S. dollars (money order or cashier's check) or credit card.

|  |   |
|--|---|
| Document-by-Document Report                            | \$75.00 (U.S.) (Any number of documents)  |
| Course-by-Course Report                                | \$125.00 (U.S.) (Any number of documents) |
| Professional Engineering (ABET Texas and other states) | \$200.00 (U.S.) (Any Number of documents) |

Standard processing time to prepare above reports is three weeks from the receipt of all required fees, information and documents, unless special research is required. Time frame is from receipt of all required documentation until the completed evaluation is mailed. It does not include postal transit time. **Even though we strive for a three-week turnaround time, evaluations may take longer. Please be aware that only RUSH evaluations receive a guaranteed turnaround time.**

|  |   |
|--|---|
| 1 day RUSH Service (one business day, includes U.S. express delivery)    | \$200.00 (U.S.) in addition to the evaluation fee |
| 3 day RUSH Service (three business days, includes U.S. express delivery) | \$125.00 (U.S.) in addition to the evaluation fee |

Turnaround time for RUSH Service is one business day or three business days from the receipt of all required fees, information and documents. Business days are Monday through Friday, excluding national holidays. If special research is required, and the evaluation cannot be completed within the rush time frame, the applicant will be notified. The report will be completed as soon as a thorough and professional evaluation can be prepared, and the Rush Service Fee will be refunded. Note that service time does not begin until ALL required documentation is received by GCE. We cannot estimate the time it takes for the post office to deliver the evaluation.

**Additional Copies** One evaluation (to any address) is included in the report fee. Additional original copies cost \$10.00.

**Re-evaluations** Evaluation fee as indicated above. Re-evaluations are requests for additional documents to be reviewed which were not requested with the original application. Such requests are considered new evaluations and a second payment of the evaluation fee is required. Please note that GCE cannot be held responsible for verifying that an applicant has submitted all the documentation to be evaluated.

## ALL FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

## REFUNDS

Refunds are only issued when the amount paid exceeds the amount required for the services rendered, and then only the excess amount will be refunded. In the event a Rush Service evaluation cannot be completed in the above-specified time, assuming all required documentation has been submitted, the Rush Service Fee only will be refunded.

**No refunds will be issued once an application has been submitted. No refund will be made when an application is cancelled or when the applicant fails to provide required documentation.**

## GUARANTEES

GCE guarantees that a qualified professional evaluator prepares each evaluation. Conclusions stated in an evaluation report reflect the judgment of GCE. Evaluations are based upon the best information and resources currently available to professional evaluators in the United States at the time the report was prepared. GCE reserves the right to reassess educational equivalents as additional information becomes available.

GCE cannot guarantee that any applicant will agree with its evaluation reports. GCE can accept no responsibility for judgments or interpretations made by an applicant or by any third party, which may disagree with the evaluations made by GCE.

**GCE RESERVES THE RIGHT TO REFUSE AN APPLICATION FOR EVALUATION.**