



Global Credential Evaluators, Inc.

Phone: 800-707-0979 Internet: www.gceus.com

For Office Use Only

Ref # _____

Date _____

Fees: _____

APPLICATION FOR EVALUATION OF EDUCATIONAL CREDENTIALS

Be sure to complete **ALL** sections of the application and enclose **ALL** required documentation and fees. **Once the application is received, GCE Inc. assumes all necessary documentation has been submitted. Please note if transcripts are being sent directly from the institution to GCE.**

APPLICANT INFORMATION:

Have previous evaluation? No Yes if yes, Reference #: _____ Date Completed: _____

Gender ___ M ___ F

Name: _____
Family/Last Given/First Second/Middle

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

Mailing Address: _____
Number Street Apt/Ste # Phone Number (_____) _____
FAX (_____) _____
E-Mail Address: _____

City State Zip Code

Country of Birth: _____ Date of Birth ____/____/____
Month Day Year

PURPOSE: (Check the appropriate boxes)

____ Education _____ Employment
____ Immigration _____ Nursing
____ Licensure _____ Other
____ Teacher Certification (state) _____

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 official 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

SELECT ONE ONLY:

- DOCUMENT BY DOCUMENT (\$100)**
- DOCUMENT BY DOCUMENT WITH GPA (\$125)**
- COURSE BY COURSE (\$175)**

ADDITIONAL SERVICES:

- 3 BUSINESS DAY RUSH SERVICE (\$200)**
- 5 BUSINESS DAY RUSH SERVICE (\$100)**

- EXPRESS mail for included report (U.S. address \$45; International \$75)**

Name/Contact/Company

City State Zip Code

Number Street Apt/Ste #

Phone

- Email UNOFFICIAL report (\$15 per email address)**

Email: _____

Email

- PRIORITY mail additional OFFICIAL report U.S. address (\$30 per report)**

Name/Contact/Company

Name/Contact/Company

Number Street Apt/Ste #

Number Street Apt/Ste #

City State Zip Code

City State Zip Code

Phone

Phone

- EXPRESS mail additional OFFICIAL report U.S. address (\$60 per report)**

Name/Contact/Company

Name/Contact/Company

Number Street Apt/Ste #

Number Street Apt/Ste #

City State Zip Code

City State Zip Code

Phone

Phone

- INTERNATIONAL EXPRESS mail additional OFFICIAL report INTERNATIONAL address (\$100 per report)**

Name/Contact/Company

Name/Contact/Company

Number Street Apt/Ste #

Number Street Apt/Ste #

City State Zip Code

City State Zip Code

Phone

Phone

- Return Original MAILED Educational Documents (\$50 U.S. address; \$100 International address)**

Name/Contact/Company

City State Zip Code

Number Street Apt #

Phone



Global Credential Evaluators, Inc.

Offices in Texas, Mississippi, and Virginia

Phone: 800-707-0979 Internet: www.gceus.com

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.**

APPLICATION INSTRUCTIONS

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

1. Application form completed in full and signed
2. Clear and legible documents (originals or photocopies) of all official educational documents in the native language (diplomas, certificates, transcripts, mark sheets, grade reports, etc. indicating all subjects taken and credit hours earned) **Note:** If original records are being sent directly from the issuing institution please indicate on the application or in an attached note.
3. All foreign language documents must be accompanied by complete, literal word-for word, official English translations
4. Payments by credit card or money order / cashier's check made payable to Global Credential Evaluators, Inc. No personal checks will be accepted.

GCE assumes all necessary documentation has been submitted. All documents listed above become the property of GCE; none will be returned unless requested and fee submitted. The issuing institution must allow the original records to be released.

Each fee includes one evaluation report sent via Express Mail with a tracking number to one U.S. address.

1. Document-by-Document Report - \$100 (Any number of documents)

This report identifies and describes each credential and provides its U.S. equivalent.

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

2. Document-by-Document Report with GPA - \$125 (Any number of documents)

This report identifies and describes each credential, provides its U.S. equivalent, and U.S. grade point average (GPA). A high school GPA will be included for a nursing evaluation or if less than one year of university course work is completed.

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

3. Course-by-Course Report - \$175 (Any number of documents)

This report identifies and describes each credential, provides its U.S. equivalent, U. S. grade point average (GPA) and U.S. credit and grade equivalent for each subject studied. A high school GPA will be included for a nursing evaluation or if less than one year of university course work is completed.

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

3 business days RUSH Service- \$200 in addition to the above evaluation fee (includes express mailing to U.S. address only)

5 business days RUSH Service- \$100 in addition to the above evaluation fee (includes express mailing to U.S. address only)

Additional Reports
\$30 each; includes PRIORITY; U.S. address ONLY
\$60 each, includes EXPRESS, U.S. address ONLY
\$100 each; International address
\$15 UNOFFICIAL PDF per email

Return Original MAILED Documents \$50 U.S. address requiring signature
\$100 international address

Re-evaluations Re-evaluation requests include a change in the type of evaluation and/or receipt of documents which were not submitted with the initial application. Re-evaluations are subject to the full evaluation fee (see types of evaluations and fees above).

ALL FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

No refund 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.

GCE cannot guarantee an applicant will agree with his/her evaluation report. GCE cannot accept 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

GENERAL GUIDELINES AND CONDITIONS

PROCESSING TIME

- Standard** Approximately 15 to 20 business days from the receipt of **ALL** required fees, information and documents. **Even though we strive for a 15-20 business days turn-around time, evaluations may take longer.**
- RUSH Service** Rush service ensures the report is completed within 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 and the Rush Service Fee will be refunded. **Please be aware only RUSH evaluations receive a guaranteed turnaround time which does not include mailing time.**

PAYMENT METHODS

GCE accepts Money Orders, Cashier's Checks, Visa or MasterCard. **No personal checks will be accepted.**

REQUIRED DOCUMENTS

GCE requires ALL educational documents which include transcripts, degrees, diplomas, etc. in both the native language and certified English translations. If copies submitted, include the back of the documents if there is any information present. You only need to submit a course syllabus IF the transcript does not include course names. Course work and transcripts can be evaluated for equivalence to U.S. course work only. Without a degree or diploma, equivalency to a U.S. degree cannot be determined or stated.

VERIFICATION

GCE reserves the right to request official documents for verification purposes. GCE reserves the right to verify any and/or all documents with the issuing institution(s). Some academic institutions require the payment of a fee to verify educational credentials. When an institution requests such a payment, the request is passed onto the applicant who must pay the fee.

RETURN ORIGINAL EDUCATIONAL DOCUMENTS

Documents received directly from an institution will be returned to the applicant for the appropriate fee, unless the issuing institution indicates the transcript cannot be released by GCE.

EVALUATIONS FOR INSTITUTIONS

Applicants are advised to check with the agency or institution to see if a GCE evaluation will be accepted and if the evaluation must be prepared using original educational documents.

FORGED AND ALTERED DOCUMENTS

When it has been determined **ANY** document submitted has been forged, altered, or falsified in any way, the evaluation will become null and void and all third parties indicated on the application will be notified. Fees are not refunded. The documents become the property of GCE and will not be released to anyone.

REQUESTS FOR CHANGES

Requests for a review of the evaluation, using documents received with the original application, must be made in writing within 90 days of receiving the evaluation. After 90 days, a fee is charged to open the file for review. Changes in the evaluation using documents NOT received with the original application require a new application and full fee. Once an evaluation is completed no information will be deleted.

GUARANTEES

GCE guarantees a qualified professional evaluator prepares each evaluation. Conclusions stated in an evaluation report reflect the judgment of GCE based on the educational system at the time of the applicant's enrollment. Evaluations are based on the best information and resources currently available to professional evaluators in the United States at the time the report was prepared.