



Academic & Professional International Evaluations, Inc.

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APPLICATION FOR EVALUATION OF FOREIGN STUDIES

Section A - Personal Information:

1. Name	_____	Male	Female
	(Last Name) (First) (Middle)		
2. Name on Academic Documents	_____		
	-Must provide proof of name change if different from above (Last) (First) (Middle)		
3. Mailing Address	_____		
	(Number and Street) (Apartment #)		

	(City) (State) (Zip/Postal Code) (Country)		
4. Telephone	_____		
	(Mobile/Cell) (Home)		
5. Date of Birth	_____	E-Mail Address	_____
	(Month / Day / Year)		
6. Have you ever had a file prepared by APIE?	If yes, when? _____	File No.	_____
7. Who referred you to this service?	_____		

Section B - Purpose Of Evaluation: Please check (✓) the appropriate box (es).

School	Licensing Board (Accounting - CPA, Nutrition - ACEND/CDR)	State	_____
Employment	Licensing Board (Education - CTC)	Other	_____

Section C - Where To Send The Evaluation:

The original evaluation will be sent **only** to the address indicated below (Section C), and a copy will be sent to the address listed in Section A (#3). Indicate Name, Address, State, Zip Code of where the original evaluation is to be sent.

_____	_____
_____	_____
_____	_____
_____	_____

Section D - Educational Institutions Attended:

List in chronological order, all educational institutions attended, or are now attending, including secondary institutions. Please include the the name of each certificate/degree/diploma awarded (if any).

Name of Institution	City & Country	Dates of Attendance	Name of Certificate or Degree Awarded
		From To	
_____	_____	-	_____
_____	_____	-	_____
_____	_____	-	_____
_____	_____	-	_____
_____	_____	-	_____

Section E - Evaluation Fee:

Select the type of evaluation needed. Circle and submit the appropriate fee.

	General Report	Course by Course Analysis	Comprehensive Report
Academic	\$85.00*	\$200.00**	\$250.00**
Ph.D., Professional Health (MD, DDS, PharmD, PT)	\$200.00*	\$250.00**	\$300.00**
Extra Typed Original Evaluation (\$30.00 each)			

General Report: This report identifies the institution(s) attended, periods of education, certificate(s) and degree(s) earned and provides the US educational equivalent. Suggested for Immigration, Employment.

Course by Course Analysis: In addition to the General Report, this report includes a breakdown of courses with the number of units recommended for each course. Suggested for Professional Certification with a State Licensing Board (e.g., State Board of Accounting, Engineering, Nursing, etc...).

Comprehensive Report: This report includes a breakdown of courses with the number of units recommended for each course. In addition, it indicates the grades earned in terms of the US equivalents and identifies course levels in terms of lower or upper division. Suggested for California Commission on Teacher Credentialing, Academy of Nutrition and Dietetics, American Board of Clinical Chemistry, and College or University transfer credit.

*An additional fee of \$35 is required for each additional program.

**An additional fee of \$75 is required for each additional program.

Section F - Rush and Additional Services – CASHIER'S CHECK OR MONEY ORDER IS REQUIRED

Same Day Rush Service (additional \$200). Please check with APIE for further information

24-Hour Rush Service (additional \$150)

3-Business Day Rush Service (additional \$100)

5-Business Day Rush Service (additional \$75)

Overnight Courier (US only - \$60 each, weekday delivery only) - to address in Section A OR to address in Section C

Priority Mail with tracking information (\$35 each) - to address in Section A OR to address in Section C

Certified Mail/USPS Ground with tracking information (\$20 each) - to address in Section A OR to address in Section C

Emailing Service to address in Section C (ONLY to a US Government Agency - additional \$20 each)

In-House Translation Service (starting at \$75 per program). Please check with APIE for available languages

TERMS AND CONDITIONS:

- 1) Submit clear and legible copies of all educational documents in the original language (diplomas, degrees, certificates, transcripts, marks sheets). **Original records are required** for Afghanistan, Bangladesh, Canada, Cuba, Egypt, Iran, Iraq, Nigeria, People's Republic of China, Philippines, countries of the former USSR, and Vietnam. **PLEASE NOTE: Original records are required for all countries if the evaluation requested is for the California Commission on Teacher Credentialing or the Academy of Nutrition and Dietetics. If the evaluation requested is for the California Board of Accountancy, then official records must be sent directly from the institution to our Service.**
 - 2) Evaluations will generally be completed within 15-20 business days after receipt of all needed documentation. Cases, which require extensive research, may take longer.
 - 3) APIE evaluates academic credentials completed through an academic institution/training. Applicants should not submit short-term professional development courses or other non-academic training documents. These types of documents will not be included in the evaluation report.
 - 4) **All fees are non-refundable except in the case of an overpayment.** No refund will be issued for cancellation of an evaluation after the application has been submitted. Requests of expedited evaluations (24-hour rush, 3-business day rush or 5-business day rush) can be completed if all required materials are included for evaluation. No refund of the rush fee will be made if applicant does not provide the needed documentation.
 - 5) **Translation:** Certified English translations must be submitted along with all foreign language records. The translations must be done by a translator that is a CERTIFIED member (not a Corporate or Associate member) of the American Translators Association (ATA).
 - 6) If records submitted are determined to be altered or irregular, the application is immediately canceled, the documents will not be returned, and no evaluation will be provided. No refund will be provided.
 - 7) Please note that some institutions and agencies make their own evaluations and do not accept outside reports. We suggest that the acceptability of our evaluation be checked in advance before one is requested.
 - 8) Please note that you have 60 days from the date of the evaluation to question the results of the evaluation. After 60 days we will assume that your evaluation is satisfactory and accurate, and your file is closed.
 - 9) APIE and its personnel are not liable for any incidental or consequential damages as a result of any service provided or for refusal of such service. The applicant or party concerned agrees to reimburse APIE and its personnel for any and all costs/damages which may incur as a result of any claim by the applicant.
 - 10) APIE is not liable for materials lost or damaged. APIE reserves the right not to accept an application for evaluation.
 - 11) There is a three-year limit on requests for copies of any evaluation. After three years, a new report and new application fees are required.
 - 12) A new credential that is not part of the original evaluation requires a new application with the full fee.
- ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

CERTIFICATION:

1. I certify that the information provided in this application is true and accurate to the best of my knowledge.
2. I understand A.P.I.E.'s evaluation statement is advisory and is in no way binding on any US institution, organization or agency which may use it.
3. I release A.P.I.E., Inc. from any liability or damages incurred from the use of this evaluation. I release A.P.I.E., Inc. and its personnel from any liability for damage, stolen or loss of any document submitted.
4. I have read this application and agree to the terms and conditions stated therein.

Signature _____

Date _____