



# Academic & Professional International Evaluations, Inc.

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## APPLICATION FOR EVALUATION OF FOREIGN STUDIES

Please Type or Print Clearly

### Section A - Personal Information:

Mr. \_\_\_\_\_  
 1. Ms. \_\_\_\_\_  
 Mrs. \_\_\_\_\_ (Family Name) (First) (Middle) (Maiden)

2. Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_ (Number and Street) (Apartment #)  
 \_\_\_\_\_ (City) (State) (Zip/Postal Code) (Country)

3. Telephone \_\_\_\_\_ (Day) \_\_\_\_\_ (Evening) Fax \_\_\_\_\_

4. Date of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_ Email Address \_\_\_\_\_  
 Mo Day Year

5. Have you ever had a file prepared by APIE?  
 If yes, when? \_\_\_\_\_ File No. \_\_\_\_\_

6. Who referred you to this service? \_\_\_\_\_

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

School	Professional Board (Acct., Education, Engineering, Psy.)	State _____
Immigration	Employment	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 (#2). 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.

	<b>General Report</b>	<b>Course by Course Analysis</b>	<b>Comprehensive Report</b>
Academic	\$75.00	\$175.00*	\$225.00*
Ph.D., Doctor of Science	\$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 statement 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 statement 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, American Dietetic Association, and College or University transfer credit.**

\*An additional fee of \$50 is required for each additional program completed after the bachelor's degree.

**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 Special Rush Service (additional \$150)
- 3-Business Day Rush Service (additional \$100)
- 5-Business Day Rush Service (additional \$75)
- Overnight Courier (**Domestic** - \$50 to address in **Section C** – Weekday delivery only)
- Overnight Courier (**Domestic** - \$50 to address in **Section A** - **International** - \$110 to address in **Section A** – Weekday delivery only)
- Registered Mail (\$30 each) - to address in Section A \_\_\_ OR to address in Section C \_\_\_
- Certified Mail (Domestic - \$15 each) – to address in Section A \_\_\_ OR to address in Section C \_\_\_

**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 American Dietetic Association. 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 materials required 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 agencies that are members 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 made.
- 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.

**CERTIFICATION:**

1. I certify that the information provided in this application is true and accurate to the best of my knowledge.
2. I understand that 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 brochure, and agree to the terms and conditions stated therein.

Signature \_\_\_\_\_

Date \_\_\_\_\_