

# CENTER FOR APPLIED RESEARCH, EVALUATION AND EDUCATION, INC. INTERNATIONAL EVALUATION SERVICE (IES /CAREE)

P.O. Box 18358, Anaheim, California 92817-8358 Tel.: (714) 237-9272 or -9276 Fax: (714)237-9279 Email Address: eval\_caree@yahoo.com

Website: www.iescaree.com

OFFICE USE ONLY						
Date:						
Ref.#						

## APPLICATION FOR EVALUATION OF INTERNATIONAL CREDENTIALS

1)	Name:	Last/Family	First				
	Mana an ada			Middle			
	Name on educational records:  Last/Family		,	First	Middle		
2)	Mailing Add	ress:					
	Number & Stree		City	State Zi	p Code Country		
3)	Telephone: I	Day	Evening	Merchanism	_		
4)	Date of Birth	Month /Day /	Country of Bir	rth:			
	U.S. Social Security #: Country(ies) where you were educated:						
			☐Yes ☐No If Yes Date:				
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	URPOSE OF EVALUATION:  C. TYPE OF REPORT NEEDED: (see Parts F & G on page 2)  ☐ Education (Degree Objective:  ☐ General Report ☐ Comprehensive Report						
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	Imployment       □ Immigration       □ Course-by-course Rep         Professional Licensing/Certificate       □ Rush Service (Addition						
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EVALUATION WILL NOT BE PROCESSED WITHOUT A VALID SIGNATURE

CHARTER MEMBER, NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES, INC. (NACES)



## CENTER FOR APPLIED RESEARCH, EVALUATION AND EDUCATION, IN

# INTERNATIONAL EVALUATION SERVICE

## **FEE SCHEDULE**

Evaluation fee is non-refundable and subject to change without notice.

(Che	ck the boxes for service(s) desired. Add all fees for Total Eval. Fee)	GENERAL REPORT	COURSE-BY- COURSE	COMPREHEN-				
STANDARD SERVICES:			(w/ course	SIVE REPORT				
1.	1. High School: (Gen. Report is recommended unless specified by institution)  \$75 \$150							
2.	. Academic: (with complete transcript)							
	A. Bachelor (1 program up to 4 years / \$30 for each add'l. year after)	□ \$75	<b>3</b> \$120	□ \$185				
	B. Bachelor & Master: (or any 2 programs)	□ \$120	🗆 \$180	\$290				
	C. Doctor's degree (incl. Bachelor & Master / 3 programs)	□ \$200	🗅 \$280	<b>\$480</b>				
	D. Additional Certificates/Diploma/Programs: (Fee to be determined dependent	ing on com	plexity of each	case)				
3.	Professional: (1 program / with complete transcript)							
	A. Health Professions: Medicine, Dentistry, Pharmacy, Optometry,							
	Veterinary Medicine, Chiropractic, Clinical Psychology, Radiology	□ \$125	🗆 \$240	<b>🗆</b> \$355				
	B. Allied Health Professions: Physical/Respiratory/Occupational							
	Therapy, Acupuncture/TCM, Nursing, Dietetics, Medical Technology,							
	Radiologic Technology, Speech and Lang. Pathology	□ \$100	S150	□ \$240				
	C. Others: Engineering, Architecture, Law (State Bar),							
	Real Estate (Licensing), Accounting (CPA)			□ \$240				
	D. Bachelor & Master (2 programs): For Health Prof. (A):							
	For Allied Hlth. & Other (B & C):	□ \$150	□ \$230	□ \$370				
REQ	UIRED SERVICES FEE: (courier: United States Postal Service / U.S.P.S.,	)						
4.	Postage & Handling: (for mailing of Evaluation Report with original docu	uments bei	ng returned)					
	A. Certified Mail (Minimum Required)			□ \$10				
	B. Priority Mail with Signature Confirmation (Optional, if faster mailing is							
	C. Express Mail: within the U.S. (Optional)							
	D. For all mailings outside the U.S: Priority Mail Express International							
	E. For all mailings outside the U.S: Global Express Guaranteed (3-5 Bus.							
	F Certified Mail (to Institution/Agency) - (optional)							
<b>5</b> .	<b>Processing fee:</b> (Applied when the requested evaluation is cancelled by application)	plicant <u>wit</u>	hin 3 business	<b>□</b> \$50				
	day from received date (Evaluation fee is non-refundable after this time).							
6.	Document copy fee: (Charged when photocopies are not submitted ale	_		<b>□</b> \$15				
	A. Certified copies of doc. to be incl. in evaluation report (req. for CPA Bo	ard /Archit	ect Board)	□ \$10				
ADD	ITIONAL SERVICES: (Additional cost)							
7.	Specialized Evaluation by Reconstruction: (may vary depending on con	nplexity of	each case. Nee	ded				
	when the total hours of study (or Credits) for each subject not shown on transcrip							
8.	Grade Point Average /GPA (For each program/degree)		•					
9.	Additional Official Eval. Report			□ \$30				
	Evaluation Review / Consultation / Revision							
11.	Matching courses (for Cerritos College only)	*** *** *** *** ***		□ \$40				
RUS	H SERVICE: (Starts only when completed Docs., Fees & Info. are received. Rus	sh fee is no	n-refundable at	any time)				
<b>12</b> .	Five (5) working days			□ \$50				
	13. Two (2) working days (Money order, Cashier or Bank check only)							
14.	One (1) working day/24-hour (Call for approval first /M.O., Cashier or Bank	check only	<b>)</b>	□ \$195				
		TOTA	AL FEES:					

#### F. TYPE OF EVALUATION REPORTS:

- 1. General report: A concise statement, indicating in chronological order the institutions attended, credentials (certificate, diploma, degree) awarded and recommendations for their U.S. range of equivalencies. (Mostly for Employment/Immigration.)
- 2. Course- by -course Report: Presented in a transcript format, listing all subjects studied in corresponding academic year(s), with U.S. equivalency of grade and credits for each subject. Subjects considered to be at Lower division level will be indicated.
- 3. Comprehensive Report: consists of both General and Course-by-Course Report. Mostly for Professional Lic./Grad. Admission.
- 4. Evaluation by Reconstruction: Reconstruction form is needed when Course-by-course report is requested for transcript of records that do not show credits/units or hours of instruction for the subjects listed.

#### G. CHECKLIST of required documents and information. Must be submitted with the Application:

(An unsigned Application or incomplete data will delay the evaluation process)

- a) A money order or certified check for appropriate fee. [Eval. fee is non-refundable for any reason except stipulating in Part H.3.(4)
- b) All original credentials (Transcript/Diploma), Certified Translations if are not English, and a set of photocopies of original documents.
- c) Fully completed and signed Application Form, especially Part D for educational background.
- d) You must read the IES/CAREE terms and conditions carefully before signing and submitting the Application form.

## H. TERM AND CONDITIONS: [Do NOT submit this Application unless you agree to the Center's Terms and Conditions]

- 1. Limited Liability of Service: IES/CAREE shall have no liability to an applicant for the performance or nonperformance of an evaluation or for loss of or damage to documents submitted with respect to an application. It is not liable for any incidental or consequential damages if the equivalency anticipated by the applicants is not recommended. In short, IES/CAREE shall not be liable for any damages result from the use of an evaluation report.
- 2. "Rush" service will start ONLY when complete documents/information have been received. Furthermore, IES/CAREE assumes no liability related to the lateness of an evaluation report, other than the refund of the "RUSH" fee if the evaluation report cannot be prepared within the stated time, upon receipt of all the requested materials.
- 3. All evaluation reports/forms, and copies of documents are properties of IES/CAREE. IES/CAREE reserves the right to seek legal redress and consequential damages if the Evaluation Report is used for any other purpose other than stated on Part B, page 1.

## 4. Understanding and Agreement:

- (1) I understand that the Center makes no guarantees or warranties (expressed or implied) to process the application and complete the evaluation in the way I anticipate. I agree to indemnify the Center and hold it harmless: a). for any damage resulting from acts undertaken and/or omissions allowed by the Center in any connection with this application, b). from any liability if the equivalency anticipated by me is not recommended, c). for any damages resulting from the use of the Evaluation. I agree to reimburse IES/CAREE for all costs, including legal expenses which it may incur as a result of any claim that I (or anyone having interest in my earnings of services) may make, based on the evaluation report and recommendations.
- (2) I authorize IES/CAREE to disclose any and all information reasonably required to be released in connection with the processing of this application, whether or not the evaluation is ultimately completed to my satisfaction. I acknowledge that, if any documents submitted with respect to an application appears or is determined by IES/CAREE to be irregular or altered, the request for the evaluation will be immediately cancelled, the fee will not be refunded and said documents will not be returned. The Institutions/agencies to which the evaluation was to be sent will be notified as well as members of the National Association Credential Evaluation Services (NACES), and if necessary, the appropriate government agencies.
- (3) I agree that the fee charged by IES/CAREE to process this application is payable in advance, and that it is not refundable (in whole or part), unless there is excess fee. I understand that if I cancel a routine eval. request within three (3) business days of receipt in the Center, I will be charged the processing fee and postage/handling fee, and if the cancellation was for a Rush request, the Rush fee is not refundable at any time.
- (4) I understand that any returned check will be charged an extra \$25 penalty fee, and to be resubmitted in Money Order only.
- (5) I also understand that if I agree to have the evaluation completed as requested or explained to me, IES/CAREE has the right to collect the fee in full, even though the evaluation report has not yet been delivered due to unpaid fee balance.
- (6) I understand that, when there is no response received from the applicant, IES/CAREE reserves the right to cancel any evaluation, with no refund, or charge an extra fee, if the requested information/doc., or fee balance, is not received within two months of the Center's request date, or within the time limits indicate in the correspondence with the applicant.
- (7) I release IES/CAREE from any liability for loss or damage to document submitted with my Application, that is not from a willful act of negligent, and beyond IES/CAREE control, i.e. courier service.
- (8) I understand that IES/CAREE reserves the right to refuse service to any one, and may reject this application, for any reason whatsoever, at any time whatsoever.
- (9) I certify that the information set forth on this application, and on any detailed analysis or the other paperwork relating to this application, is true, accurate and correct.