

Request Form for Foreign Education Credentials Service

Mail to: American Association of Collegiate Registrars and Admissions Officers (AACRAO)
Office of International Education Services
One Dupont Circle, NW, Suite #520
Washington, D.C. 20036-1135

Name: _____
(Last or Family) (First) (Middle) (Maiden/other)

Your mailing address: _____

Phone number: _____

FAX Number: _____

E-mail address: _____
Your email will be the primary means of communication with our office

Date of Birth: _____ **Place of Birth:** _____
(mm/dd/yy) (City, country)

(Note - you will receive one copy of the completed evaluation. If you want that copy to be mailed to someone other than yourself, please give that address below, and indicate A0" additional copies.)

Mail additional copies to:

_____	_____
_____	_____
_____	_____

Number of additional copies requested _____ Additional copies are available at a \$25 per copy. (If needed, list further additional copies on separate paper.)

Requesting:

- Basic statement of comparability - \$75, or
- Course-by-course evaluation * - \$190
*If the credentials presented are not recommended for university-level recognition (i.e., transfer credit), you will only be charged for a "basic statement of comparability."

Purpose of Evaluation:

- Further education
- Employment
- Professional Licensure
- Other _____

Educational Chronology:

Please list all institutions attended beginning with secondary institutions

Name of Secondary School(s)	Location (City / Country)	Dates of attendance	Name of Secondary School leaving certificate, diploma, or examination*	Date completed, or date awarded,
Name of Postsecondary Institution(s)	Location (City / Country)	Dates of attendance	Certificates, degrees & exams completed*	Date completed, or date awarded,

*List credentials using indigenous (original language) terms

Method of payment:

This form cannot be used to pay for the evaluation by credit card. If you are paying by credit card, please go fill out the following form <http://ies.aacrao.org/apply/>

Please note that we do not accept personal checks.

Please make the Money order payable to AACRAO, sign it and retain the customer receipt for your files.

Attachment checklist:

Make sure these items are attached to this form when sending to AACRAO

- Completed request form
- Copies of all official foreign educational records (in original language), with literal translations if documents are not in English.
- Money order

I certify that all statements made in this application are correct, truthful and complete. I understand that AACRAO may verify the authenticity and accuracy of the documents and information I have provided. I also understand and agree that if AACRAO determines that I have provided false or misleading information, it has the right to contact appropriate individuals, institutions or organizations affected by such false information and to inform them of its discovery.

Signature:_____ Date:_____

Notes and Instructions:

1. Copies of all official foreign educational records must be submitted in the original language.
2. Records not in English must be accompanied by a literal English translation. Translations do not have to be certified, but must be literal (word for word) and the translator must sign the translated copy and include contact information.
3. All completed evaluations are mailed First Class (or Foreign Air Mail to overseas addresses). If you need to have completed evaluations returned by courier service, you will need to prepay for such service and include prepaid mailers with your request form. We recommend FedEx service.
4. If you cancel a request before the evaluation is completed you will be charged a \$30 cancellation fee.
5. All materials submitted to the Office of International Education Services become the property of AACRAO and cannot be returned.
6. Once your application form has been processed into our system, you will receive an email notification with your ID number. Please use this ID number on all further materials addressed to our office.

The address below is for mailing only, no walk-ins:

**American Association of Collegiate Registrars and Admissions Officers (AACRAO)
Office of International Education Services
One Dupont Circle, NW, Suite 520
Washington, D.C. 20036-1135**

Forward e-mail inquiries to: **ies@aacrao.org**

Phone inquiries to: **(202)296-3359**

FAX: **(202)822-3940**

See AACRAO Website at **www.aacrao.org** for further information

[Retain a copy of this form for your files]