



Global Credential Evaluators, Inc.

Office in Texas, Mississippi, and Virginia
Phone: 800-707-0979 FAX: 979-690-6342 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:

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

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

Date of Birth ____/____/____ Gender ___ M ___ F
Month Day Year

Mailing Address: _____ Phone Number (_____) _____

Number Street Apt # FAX (_____) _____

City State Zip Code E-Mail Address: _____

Have you previously used the services of GCE, Inc.? No Yes if yes, Reference #: _____ Date Completed: _____

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

Number of educational documents submitted to this service for evaluation (required for FAX applications) _____

MAILING INSTRUCTIONS:

- Mail the evaluation directly to the address provided on page 1.
- Mail the evaluation to the address(es) below (\$20 for each additional copy – see fees section)*

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: () _____ Telephone: () _____

* When requesting Rush Service or Express Mail Service, please provide a street address (no P.O. Box) and daytime telephone number for the above address(es)

CERTIFICATION OF THE APPLICANT:

1. I certify, to the best of my knowledge, all of the information provided in this application is complete and correct.
2. I certify I have submitted **ALL** required documents, including **native language records with official English translations**.
3. I certify I have read **ALL** of the instructions and I accept the terms and conditions stated therein.
4. I authorize Global Credential Evaluators, Inc. to verify all submitted educational credentials in order to conduct a thorough and professional credential evaluation.
5. I understand the evaluation report prepared by Global Credential Evaluators, Inc. is **ADVISORY** and is **NOT** binding on any agency institution or organization that uses the evaluation.
6. I understand there will be **NO** refunds except the additional rush fee when Rush Service cannot be honored.
7. I understand changes in the evaluation, using documents received with the original application, must be requested in writing within 90 days of receiving the evaluation.
8. I understand the original application and academic records will be available for 5 years.
9. I release Global Credential Evaluators, Inc. from any liability for damages incurred by me, by my representative, or by any third party resulting from the use of an evaluation report by me or any third party.

 Name (printed) Signature Date
 If the signature on this application is not that of the person whose credentials are being submitted for evaluation, the act of signing certifies the signatory has the authority to sign for and on behalf of the person whose educational credentials have been submitted for evaluation.

FEES: (check the appropriate boxes)

- | | |
|--|--|
| _____ Document-by-Document (\$90.00)+ | _____ Copies (\$20.00 each)+ |
| _____ Document-by-Document with GPA (\$115.00)+ | _____ Overnight Express Mail U. S. (\$30.00 per address – U.S. Only) |
| _____ Course-by-Course (\$145.00)+ | _____ International Express (\$60.00 per address) |
| _____ 1 business day RUSH (\$200.00 additional)* | _____ Return Original Educational Documents (\$25.00 U.S. address)^ |
| _____ 3 business day RUSH (\$125.00 additional)* | _____ Return Original Educational Documents (\$75.00 International address)^ |

TOTAL: _____

+ includes Priority Mail to one U.S. address * Includes Express Mail for one U.S. address ^ Documents will be sent by Certified Mail requiring a signature

METHOD OF PAYMENT _____ Cashier's Check or Money Order _____ Credit Card (Please complete the information requested below.)
 _____ Visa _____ MasterCard _____ Check Card

Credit Card Number

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Expiration Date: Month _____ Year _____ CVC** _____

** The CVC number can be found on the back of Visa and Master Card on the signature strip and is 3 numbers long.

Name as it appears on the Credit Card (printed) _____ Amount to be charged \$ _____

Daytime Telephone Number _____ Card holder billing zip code _____

Cardholder Signature _____ Date of Signature _____

COMPLETED APPLICATIONS MAY BE RETURNED BY FAX OR MAIL TO THE ADDRESS BELOW:

Global Credential Evaluators, Inc.
 P.O. Box 9203
 College Station TX 77842

All faxed applications require credit card information.



Global Credential Evaluators, Inc.

Office in Texas, Mississippi, and Virginia

Phone: 800-707-0979 FAX: 979-690-6342 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.

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.

TYPES OF EVALUATION and FEES in U.S. dollars

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

1. **Document-by-Document Report - \$90.00 (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 - \$115 (Any number of documents)**
This report identifies and describes each credential, provides its U.S. equivalent, and U.S. grade 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 - \$145.00 (Any number of documents)**
This report identifies and describes each credential, provides its U.S. equivalent, U. S. grade average (GPA), and U.S. credit and grade equivalent for each subject studied. High school courses 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

1 day RUSH Service (one business day, includes express mailing in U.S. only) \$200.00 in addition to the above evaluation fee
 3 day RUSH Service (three business days, includes express mailing in U.S. only) \$125.00 in addition to the above evaluation fee

Additional Copies \$20.00 per U.S. address; includes Priority Mail with a tracking number

Express Mailing \$30.00 per U.S. address; \$60.00 per International address

Return Original Documents \$25.00 includes return postage via Certified Mail requiring signature to a U.S. address
 \$75.00 includes international express to an international address

Re-evaluations Requests for a re-evaluation based on documents which were not submitted with the initial application are considered new and 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

GCE cannot estimate the time it takes for the post office to deliver the evaluation. **Express mail is sent by post office or courier service.**

Standard Approximately three weeks from the receipt of **ALL** required fees, information and documents. **Even though we strive for a three-week turn-around time, evaluations may take longer.**

RUSH Service One business day or 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.**

PAYMENT METHODS

GCE accepts Money Orders, Cashier's Checks, Visa or MasterCard. Personal checks are not recommended, and personal checks must clear the bank before the application is considered complete. In the case of returned checks, a \$45 fee will be added to the original payment.

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 in order 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.

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. GCE reserves the right to reassess educational equivalents as additional information becomes available.