



Application for Education Evaluation

Print out this form, fill it out completely in ink, and follow the instructions on Pages 3 & 4.

1. Full name (printed) as you wish it to appear on the evaluation report: _____
First Middle Family Name (or Last Name)

2. Other names appearing on your school records: _____

 If your name on the school records is different from #1 above, you must submit a copy of your Marriage Certificate or Court Order, etc. to verify your name change. If not, we will use the name(s) given on your school records.

3. Address _____

E-mail _____
 * **VERY IMPORTANT—PRINT CLEARLY, ALL CAPITOL LETTERS—Your Evaluation Can Be Delayed when Email is NOT Clear.**

Check here to have report mailed to an address (below) different from above:
Note: Requires Service M1 Fee (below) for Certified Mail.
Contact Name _____
Address _____

5. Home: (____) _____ - _____
Mobile: (____) _____ - _____
Best time to call: _____
6. Date of birth: * ____/____/____
Month Day Year
 (* ▶ **Important: Write Birth Date Clearly; Please Use Letters for Months, such: Jan, Feb..**)
You are: male female
Native Language: _____
7. Date submitted: ____/____/____
Month Day Year
8. Turnaround Time: Evaluation usually take 5-7 weeks, but sometime take nearly 3 months.

9. For optional RUSH Service See Page 3, Pay an Added Fee (Below), mark your choice in #12 below.
 15-day rush service (R₁₅) – \$65
 10-day rush service (R₁₀) – \$85
 5-day rush service (R₅) – \$145
 One-day rush service (R₁-Email First)
 Same-day rush service (R₀-Email First)

10. List below ALL secondary schools, colleges, and universities that you have attended. Attach extra pages if necessary.

Level of Education	Institution	Country	Year Entered	Year Left	Diploma, Degree, Title you earned as written on original documents

11. Be sure to submit documents for the above schools: See Item #10 on Page 4.
12. Using code letters from the attached **Fee Schedule (Page 3)**, circle the services you are requesting. Indicate how many in the box:

Services:	HP HG U	C G Q	T _T T _S V	R ₁₅ R ₁₀ R ₅ R ₁ R ₀	M ₁ M ₂ M ₃ I	E _{1A} E _{1B} E ₂ F ₁ F ₂ F ₃	X
How Many?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>

Reminders: • When your documents need to be mailed back to you, you must pay the M₁ (\$15) Fee-See M₁ Page 3;
 • Rush Service (R₁₅, R₁₀, R₅, R₁, R₀) requires that TOTAL payment be by Money Order (or Cash). Total Payment: \$ _____

FOR OFFICE USE ONLY

Date received: ____/____/____ Amount paid: \$ _____ Method of payment: _____
 Reference #: ____ - ____ - ____ Assigned to: _____ Entered in database:
 Tr: _____; Dip: _____; Bks: _____; Ced: ____; Syll: _____; Other: _____ Total: _____

(Continued from page 1)

13. Please use this space for additional information if necessary: _____

14. Check the primary purpose(s) for which you are requesting this evaluation:

- Admission to an educational institution: Name of school: _____
- Employment or promotion
- Professional license: Architecture, Acupuncture, Dentistry, Law, Medical Doctor, Real Estate, Speech Language Pathology, Substitute Teaching, Teaching Credential, Other: _____
- Accounting license:** Choose one: For **CPA Exam**; For **CPA Licensure**; **Which State Board:** _____
The completed evaluation is mailed directly to the Accounting Board Representative. Put Board Address in Item 4 (Page 1)
- Immigration
- Military enlistment or promotion
- For future reference, no immediate purpose
- Other purpose: _____

15. How did you first hear about our services? Check all that apply.

- School admission advisor. Name of school/name of advisor: _____
- Employer personnel officer. Name of company/name of officer: _____
- Government agency. Name of agency: _____
- Contact by ERES representative. Name: _____
- Advertisement. Name of publication: _____
- Yellow Pages directory
- Internet search engine (without referral from another source)
- Friend/relative who used our services previously
- Other: _____

16. Please read and sign below to indicate your agreement with the following authorization and waiver of liability:

I hereby grant Educational Records Evaluation Service (ERES) and any of its Agents permission to examine all records related to my academic study, including records on file at educational institutions, and I grant permission to ERES to verify the authenticity of all such records for the purpose of determining the level of my academic attainment. I certify that the information contained in this application and all records submitted with this application are true and correct and are records related to my academic studies. **I understand that if my records are altered or misrepresent the actual facts, no evaluation will be prepared, my documents will not be returned, and no refund will be made.**

I agree to release and discharge ERES, and each of its officers, directors, employees, agents, and other individuals affiliated with ERES from all claims or law suits I have under state or federal law, arising from ERES's performance or non-performance related to the evaluation of my academic records. I also waive all rights I may have under Section 1542 of the California Civil Code regarding claims that are unknown to creditors at the time of signing a general release such as this. Should suit be filed by me, or by any current or future agent or employee on my behalf, attempting to enforce a claim or demand so released, then this Agreement may be used by the party against whom any such suit has been brought. This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation, venue in state trial courts shall lie exclusively in the County of Sacramento, California, and the venue in federal trial courts shall lie exclusively in the Eastern District of California.

I agree to accept the evaluation provided to me as a fulfillment of the services for which I have paid. I understand that the evaluation is advisory in nature and does not guarantee attainment of any objective that motivates the request for this evaluation. I understand that when the application has been submitted and fees have been paid, I must pay a cancellation fee to withdraw my application; and in addition, I understand that if ERES determines that the evaluation process has begun, no refund will be made to me.

My signature below attests to my agreement with all the terms and conditions stated above.

Signature of applicant: _____ Date: _____/_____/_____
Month Day Year

17. Payment Type: Credit Card (below) Personal Check Money Order Cashier's Check Cash Amount \$: _____

Reminders: • If your documents need to be mailed back to you, you must pay the M₁ (\$15) Fee-See M₁ Page 3;
• Rush Service (R₁₅, R₁₀, R₅, R₁, R₀) requires that **TOTAL payment** be by Money Order (or Cash if paying in person).

18. To Pay by Credit Card, give ALL the information requested below: Type of Card: Visa MC Discover AMX Debit Card

Name of Card Holder (print): _____; Holder's Phone#'s: _____

Billing address (if it is different from #2): _____

_____/_____/_____/_____ \$ _____
Account number on credit card Expiration date 3 digit security code on back of card Amount Signature of credit card holder Authorizing Payment

19. Before submitting this application, check that all items have been answered fully. An incomplete application may delay the processing of your evaluation.

ERES GENERAL EVALUATION FEE SCHEDULE

For Nursing-Use Other Forms

We are pleased to have the opportunity to work closely with you to determine the equivalency of the education you received outside the United States of America. Our application form is simple and, on Page 4, we have some **helpful tips** for you to make it even easier. If you have questions, please call or send us an e-mail.

Below are the fees we charge for normal evaluations and the **code letter to mark on your application**. You will be notified if your evaluation requires additional fees. **After we determine that the application is complete, the evaluation process begins and there is no refund for cancellation.**

An ERES evaluation is a multi-page report which describes the purpose of your evaluation, the programs you attended and their U.S. equivalency, the status and location of schools you attended and

associated dates, the documentation you submitted, our research references and other relevant details. Our evaluation is advisory in nature and subject to the policies of the institution to which it is submitted.

Paying for our services

Payment must be made by check or money order (payable to E.R.E.S.) or by Visa/MasterCard/Discover/AMX at the time you submit your application. If you use a credit card, fill out the blanks at the end of the application form. If you send us a personal check, your evaluation may be delayed. **Penalty for checks returned for non-sufficient funds is \$25. For rush service (R₁₅, R₁₀, R₅, R₁, & R₀), payment for all services requested must be made by cash or money order.**

♦ **All fees are subject to change without notice.**



For Each Service You Need Circle Letter Code (below)

Note: Evaluations normally take 5 to 7 weeks to complete, but sometimes can take nearly 3 months.

See Below for Rush Options. Then Mark All Chosen Code on Bottom of Page One (#12).

■ BASIC EVALUATION: (Must Choose H, U)			◆ RUSH SERVICES (Pay Total with Cash or Money Order) ◆		
HP	High School Grade-Level Placement	\$220			
	Our evaluation helps you be admitted to high school by describing the education you have received and a list of your courses/subjects with the U.S. equivalent high school credits, and grades. We also recommend the grade level at which you should start high school in the U.S.		R ₁₅	15-Day Rush Service* (ready to pick-up or be mailed in 15 or 16 business days after receipt of complete application & payment. *Usually 15 days (sometimes 16 days))	\$65
			R ₁₀	10-Day Rush Service* (ready to pick-up or be mailed in 10 or 11 business days after receipt of complete application & payment. *Usually 10 days (sometimes 11 days))	\$85
HG	High School Graduated ONLY (High School Completion)	\$165	R ₅	5-Day Service* (ready to pick-up or be mailed in 5 or 6 business days after receipt of complete application & payment. *Usually 5 days (sometimes 6 days))	\$145
U	General Evaluation (College Level) (College Degrees up to 3 programs and Course List Not Included)	\$195	R ₁	1-Day & Same Day Rush Service (Call ERES to check availability).	1-Day: \$235 Same-Day: Call
	This will certify the highest U.S. equivalent level of education you attained: ALL college/university levels up to, and including, the equivalent of a U.S. Baccalaureate, Master's or Doctoral degree. Over three (3) programs or institutions or unusually complex education may incur extra charge: \$50 to \$100		*Counting Rush Service Days begin the next day when complete order is received after 11am. Usually evaluation without rush service will take 5 to 7 weeks to complete. But Sometime Can Take Nearly 3 Months.		
■ ADD ANY OF THE FOLLOWING SERVICES YOU NEED			◆ MAILING SERVICE (See Bottom Page 4) ◆		
C	Course List (Up to 60 Courses*): Add to 'U' above	\$100*	M ₁ (U.S. Only)	Certified Priority Mail Fee — (\$15 Applies for each address: Such as—when documents & report are mailed to same address fee is \$15 ; when documents & report are sent (separately) to different addresses fee is \$30 (2 x M ₁), etc. (M ₁ : U.S. Address Only)	\$15 (U.S. Address Only)
SPL: Speech Language Pathology ASHA: American Speech Hearing Association	We list all your post-secondary courses, the U.S. equivalent semester units of credit and grades. In most cases, we will indicate the Level (lower and upper division, or graduate level) for each course at no extra charge. Secondary (High School) courses also can be listed upon request. Available only with 'U' above. *For CPA Evaluation Course List is \$130 (NOT \$100) ← *For SLP/ASHA Evaluation Course List is \$150 (NOT \$100) * Transcripts with over 60 courses require additional payment Ranging from \$50 to \$100.		M ₂ (U.S. Only)	1 to 2 Day Express Service — Completed report is delivered in 1 to 2 days. (M ₂ : U.S. Address Only)	\$35 (U.S. add. Only)
			M ₃ (U.S. Only)	Overnight Courier Service — Completed report is delivered next day. (M ₃ : U.S. Address Only)	\$70 (U.S. add. Only)
			I	Return of original documents and/or reports by courier to all countries outside the U.S.	\$100 (International)
			◆ EXTRA COPIES ◆ REVISIONS ◆ CANCELLATIONS ◆		
E _{1A}	Copy: An official copy of your evaluation requested after the initial application) -See Copy Order Form	\$30	E _{1B}	Copy: w/Small change (e.g. Purpose) -See Copy Order Form	\$35
E ₂	Each Additional Copy with Initial Request	\$20	Above Copy Options DO NOT Apply to Nursing Evaluation		
			◆ REVISION ◆		
F ₁	Revision of a previous evaluation based on new information — small to moderate changes	\$70	F ₂	Revision of a previous evaluation Based on major changes	\$100
F ₃	Rewrite of a previous evaluation: Sometimes necessary for a variety of reasons	About \$150			
◆ TRANSLATION & VERIFICATION SERVICES ◆					
T _T	Translation of transcripts up to 60 courses (C)	\$100			
T _S	Translation of up to 3 Diplomas	\$40			
V	Verification of translation done by a translator outside of the U.S.	\$50			
X	Cancellation: Minimum fee to cancel an evaluation before the application is processed (Does not apply to nursing evaluations)	\$50 to \$75			

Helpful Tips and Instructions for Completing the Application

For Assistance – Please email ERES: edu@eres.com. Be sure to give your name as it appears (or will appear) on the application; Give your case# if you have it. Include your phone#. Try to maintain the email stream from prior email if possible. Give careful, thoughtful details of your situation, unless details are in the email stream. Sometimes including scan copies of documents or your past evaluation can help. Put something specific to your case in the subject line.

The Numbers Below Refer to the Questions on the Application

#2: You must show that you are the same person named on your educational records. If any of your records refer to you by a name different from what you listed in #1, list that name and attach a copy of your marriage license or some other documentation that shows your name has been legally changed. **If you cannot provide documentation** of an official change in your name, we will **not** use the name you listed in #1; instead, we will use the name(s) given on your official educational records.

#4: An M₁ fee (see Fee Schedule on Page 3) will apply when your official evaluation is mailed to an address different from #3. **you will always receive an unofficial copy of your evaluation whether you use one or two addresses.**

#8 & #9: Ordinarily the evaluation is completed within 5 to 7 weeks after your application is complete but occasionally can be nearly 3 months. See page 3 for a **Rush Service & #9 on Page One** and add the appropriate fee to your payment. (See Items: R₁₅, R₁₀, R₅, R₁ and R₀ on the Fee Schedule-Page 3.)

#10 & #11: It is important that you provide complete information for **ALL** the schools you have attended at each level of your education, even if you no longer have official records from them. (Your pre-college documents may not be necessary.) Give the name of each diploma, leaving certificate, degree, or title you earned.

You **must submit ALL** the educational documents issued to you by the schools you wish to have included in the evaluation (transcripts, diplomas, certificates, etc.). For graduate level degrees, diplomas and certificates, you must include the undergraduate documents (transcripts, diplomas, etc.) that lead to the graduate program.

Submit the documents in both the original native language and translated into English. Translations should have the school seal or be prepared by a certified U.S. translation service. ERES can provide translation services for Arabic, Chinese, French, Italian, Japanese, Russian, & Spanish, etc. See Items T_r and T_s, on the Fee Schedule, Page 3. Call ERES if you need assistance finding a translation service.

Submit only original, official documents issued by the schools you attended. If you have already submitted your official documents to a school or agency that requested the evaluation, you should have "Certified True Copies" of the documents send directly to us from the school or agency. Nursing Board applications must have transcripts sent directly to ERES from the schools attended.

#17 & #18: Check carefully that your application is complete before mailing. A **complete** application consists of the documents from the schools listed in #10 above and the payment for the total of all the services you have requested. When complete, send your application package to us. **Note that we are not responsible for your documents during the time they are in the hands of the postal service or other delivery service.**

If you prefer, you may bring your application package to our office and then arrange to pick up your documents and the evaluation when it is completed. Our Sacramento location: **601 University Ave. Suite 127, Sacramento CA, 95825. Our office is open Monday through Friday, 9 am to 5 pm**, but we prefer you arrive no later than 4pm.

↔
▶ Note: You have 60 days after you receive your evaluation to carefully check it and then to notify ERES if you think changes are necessary. After 60 days there will be a FEE for changes.

More Important Information

◆ **Important-An Official Copy is put in a sealed envelope & should be given to your employer & school, or licensing board UN-opened.**

◆ **Mail Delivery of Evaluation & Documents:**

▶ **Official evaluations** are sent out **only** by: Certified Priority Mail (M₁ on Fee Schedule), by Express Mail (M₂ on Fee Schedule) or by Overnight Courier Service (M₃ on Fee Schedule).

▶ **Documents** are returned (for security reasons) **ONLY** by Certified Priority Mail-M₁ (Unless picked-up from our office).

▶ When an official (sealed) report and documents are mailed to the same address only **ONE** M₁ fee applies (\$15), but if mailed to **TWO** (separate) addresses, then **TWO** M₁ fees apply (\$30).

▶ If you use a Rush Service (R₁₅, R₁₀, R₅, R₁ or R₀) and want guaranteed overnight delivery of **Your Official Evaluation**, choose M₃. If you choose a rush service (R₁₅, R₁₀, R₅, R₁ and R₀), you must pay for all services requested, including **R₁₅, R₁₀, R₅, R₁ and R₀, by cash or money order. (For Rush translation could add an additional days;** For R₁ and R₀, call ERES to check availability)

◆ **Please Note:**

If your documents have been altered, or if they misrepresent the truth in any way, no evaluation will be prepared and no refund will be made and the documents will not be returned to you. We will advise other evaluation agencies regarding our rejection of your documents.