

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 Cashier's Check or Money Order.**

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

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**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.		R₁₅	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
HG	High School Graduated ONLY (High School Completion)	\$165	R₁₀	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)	\$95
U	General Evaluation (College Level) (College Degrees up to 3 programs and Course List Not Included)	\$195	R₅	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
	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: \$40 per program		R₁	1-Day & Same Day Rush Service (Call ERES to check availability).	1-Day: \$235 Same-Day: Call
■ 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*	M₁ <small>(U.S. Only)</small>	Certified Priority Mail Fee — (\$20 Applies for each address: Such as — when documents & report are mailed to same address fee is \$20 ; when documents & report are sent (separately) to different addresses fee is \$40 (2 x M ₁), etc. (M1: U.S. Address Only)	\$20 <small>(U.S. Address Only)</small>
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) <small>*Transcripts with over 60 courses require additional payment</small> Ranging: Extra \$30 (61-70); \$50 (71-80); \$100 (81-110); \$150 (111-150) \$200 (150 and above).		M₂ <small>(U.S. Only)</small>	1 to 2 Day Express Service — Completed report is delivered in 1 to 2 days. (M2: U.S. Address Only)	\$35 <small>(U.S. add. Only)</small>
			M₃ <small>(U.S. Only)</small>	Overnight Courier Service — Completed report is delivered next day. (M3: U.S. Address Only)	\$70 <small>(U.S. add. Only)</small>
			I	Return of original documents and/or reports by courier to all countries check for pricing (\$100 or above)	Variable <small>(International)</small>
◆ TRANSLATION & VERIFICATION SERVICES ◆			◆ EXTRA COPIES ◆ REVISIONS ◆ CANCELLATIONS ◆		
T_T	Translation of transcripts up to 60 courses (C) over 60 courses require additional payment Ranging: Extra \$30 (61-70); \$50 (71-80); \$100 (81-110); \$150 (111-150) \$200 (150 and above).	\$100	E₁	Copy: An official copy of your evaluation requested after the initial application) -See Copy Order Form	\$35
T_S	Translation of up to 3 Diplomas \$10 per extra	\$40	E₂	Each Additional Copy with Initial Request	\$25
V	Verification of translation	\$50	Above Copy Options DO NOT Apply to Nursing Evaluation		
◆ TRANSLATION & VERIFICATION SERVICES ◆			◆ REVISION ◆		
F₁			F₁	Revision of a previous evaluation based on new information — small to moderate changes	\$70
F₂			F₂	Revision of a previous evaluation Based on major changes	\$100
F₃			F₃	Rewrite of a previous evaluation: Sometimes necessary for a variety of reasons	About \$150

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: 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** and add the appropriate fee to your payment. (See Items: **R₁₅, R₁₀, R₅, R₁** and **R₀** on the Fee Schedule-Page 3.)

#9: Please provide your previous reference# if there is one.

#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 **T₇** and **T₅**, 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.**

Five-Year Availability—after five years you will NOT be able to order copies of your evaluation. Generally after five years a new evaluation would need to be prepared if more official copies are needed. Please consider ordering extra official copies if you think more copies may be needed after five years.

▶ **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 (\$20), but if mailed to **TWO** (separate) addresses, then **TWO** M₁ fees apply (\$40).

▶ 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 cashier's check or money order. (For Rush translation could add 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.