



**For Office Use Only**

Client ID: 2013-\_\_\_\_\_

Institution 2: \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_ Language in which document was issued: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Date of Conclusion: \_\_\_\_\_

Certificate/Diploma / Degree Received: \_\_\_\_\_

Date of Certificate / Diploma: (month in words) \_\_\_\_\_ (day) \_\_\_\_ \_\_\_\_ (year) \_\_\_\_ \_\_\_\_ \_\_\_\_ not completed \_\_\_\_\_

Institution 3: \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_ Language in which document was issued: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Date of Conclusion: \_\_\_\_\_

Certificate/Diploma / Degree Received: \_\_\_\_\_

Date of Certificate / Diploma: (month in words) \_\_\_\_\_ (day) \_\_\_\_ \_\_\_\_ (year) \_\_\_\_ \_\_\_\_ \_\_\_\_ not completed \_\_\_\_\_

**SERVICES REQUESTED:**

**Please note that all fees are NONREFUNDABLE. Each evaluation/translation includes two original copies of the evaluation (one sealed copy and one unsealed copy). If your documents have not been issued in English and you are not submitting a translation done by a certified translator, please include the required translation fees. If you are requesting the evaluation(s) or translation(s) to be mailed to you or to the institution(s) of your choice, please include the required mailing fees with your payment on the next page.**

\_\_\_\_\_ General Evaluation: US\$85.00

Establishes the equivalent US degree or years of study

\_\_\_\_\_ Grade Evaluation: US\$150.00 (High School/Secondary School documents ONLY)

Establishes the equivalent US degree or years of study plus the grade-point-average

\_\_\_\_\_ Comprehensive Evaluation: US\$220.00 (University documents)

Establishes the equivalent US degree or years of study plus a course-by-course analysis including credits, grades and grade-point-average

\_\_\_\_\_ Comprehensive Evaluation: US\$250.00 (University documents ONLY for Professional Boards)

Establishes the equivalent US degree plus a course-by-course analysis, organized by fields of study, including credits, grades and GPA

\_\_\_\_\_ **Translation: US\$50.00 per page; number of pages to be translated: \_\_\_\_\_; (If your documents have not been issued in English and you are submitting a translation, it MUST be by a certified translator, which must be provided. If it is not, please include the required fees.)**

\_\_\_\_\_ Rush Services (3 to 5 business days): additional 100% of all fees selected above

\_\_\_\_\_ Additional copies: US\$20.00 per copy if requested at the time services are requested

\_\_\_\_\_ Verification of Authenticity: US\$30.00 per institution (if transcript is not mailed to us directly from the institution attended)

\_\_\_\_\_ Notarized copies of original documents: \$10.00

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**DELIVERY OF COMPLETED EVALUATION / TRANSLATION & RETURN OF ORIGINAL DOCUMENTS**

All evaluations and translations include two copies; one unsealed copy for the client and one sealed copy for the institution of the client's choice. There are no fees to pick them up at our office, but to have these or additional copies mailed to you, additional fees must be paid as noted below. The mailing fee charged to send one copy to the client includes the return of any original documents that were submitted, unless documents are oversized. Any official copies submitted by an institution will not be returned to the client. Any oversized documents, such as diplomas submitted in a tube, will require separate mailing fees.

Select the appropriate mailing option:

Client to pick up file (no fee for mailing) Available only from Tampa office

Mail to CLIENT at address indicated above.

Check here  if you would like BOTH copies mailed to you.

\_\_\_\_\_ Domestic Postage (in the US only) via USPS Express Mail (overnight in most cases) US\$25.00

\_\_\_\_\_ International Postage via USPS: US\$40.00: Canada, Caribbean, Mexico & Latin America ONLY

\_\_\_\_\_ International Postage via USPS: US\$50.00 for all other countries - Country: \_\_\_\_\_.

Mail to INSTITUTION at address indicated below

\_\_\_\_\_ Domestic Postage (in the US only) via USPS Express Mail (overnight in most cases) US\$25.00

**INSTITUTION(S) TO RECEIVE EVALUATION/TRANSLATION:** (if to be mailed by this office, please, include address)

Institution 1 Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Institution 2 Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TOTAL FEES** of US\$ \_\_\_\_\_ enclosed \_\_\_ check / \_\_\_ money order / \_\_\_ Visa / MasterCard (NO CASH)

Card number \_\_\_\_\_ Expiration date: \_\_\_\_\_ CVC (3 digit code on back of card): \_\_\_\_\_

Name on Card: \_\_\_\_\_ Billing zip code: \_\_\_\_\_

Cardholder's signature \_\_\_\_\_

Provide billing address, city, state, and zip code if different from indicated on page 1

*No services will be provided until fees paid by personal check are cleared by this office's bank. There will be a \$30.00 additional fee for any check returned for insufficient funds. Please make all checks payable to Academic Evaluation Services, Inc.*

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**PERMISSION TO SHARE INFORMATION:**

Acceptance of services by the individual named on this application authorizes this office to release or obtain information related to documents submitted; only institutions pertinent to said documents are included in this clause. In order to ensure confidentiality, if any third parties (such as family members or friends) will inquire with our office regarding your application and documents, you **MUST** provide authorization for us to discuss your file with them.

I grant permission to \_\_\_\_\_  
as to make inquiries and/or represent him/her as needed in relation to the services requested from this office.

**GENERAL NOTES: Please read the statements below CAREFULLY. Your signature below constitutes your legal responsibility regarding the information you provide in this application and the services you request.**

**I UNDERSTAND AND AGREE THAT**

- \_\_\_\_\_ all fees paid are **NON-REFUNDABLE** except in case of overpayment;
- \_\_\_\_\_ the application fee of \$50 is non-refundable in case this office declines to provide services to the client;
- \_\_\_\_\_ the usual time for completion of services is about four weeks from the date documents have been received and all fees have been paid;
- \_\_\_\_\_ RUSH services are completed between three to five business days from the date documents have been received and all fees have been paid;
- \_\_\_\_\_ no services will be provided until all required documents have been received and all required fees have been paid;
- \_\_\_\_\_ all documents submitted must be original / official documents;
- \_\_\_\_\_ this office does not accept nor does it review photocopies, faxes or scanned copies of documents under any circumstances;
- \_\_\_\_\_ any missing documents must be submitted within a four-week period; this office must be notified if additional time is needed
- \_\_\_\_\_ this office reserves the right to investigate and verify any document under suspicion of fraud, alteration or inaccuracies;
- \_\_\_\_\_ any documents questioned by this office regarding its authenticity will not be returned to the client under any circumstances;
- \_\_\_\_\_ this office has the professional obligation to notify NACES members and take legal action in the case of confirmed fraudulent, altered and/or inaccurate documents submitted;
- \_\_\_\_\_ it is the obligation of the client to confirm the institution/organization accepts AES evaluations and the type of evaluation required.
- \_\_\_\_\_ results of the evaluation are only delivered once the evaluation process has been completed; discussions regarding the outcome of the evaluation via telephone, email or on the spot in our office is not possible; refunds are not contingent upon evaluation results at any time;

**Please make sure that you agree with these terms completely before submitting an application for services.**

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ACADEMIC EVALUATION SERVICES, INC.**  
**5620 E. Fowler Ave, Suite E, Tampa, FL 33617**  
**Phone: 813-374-2020 Fax: 813-374-2023**  
**Email: info@aes-edu.org**