

Step 1: Log onto your previously created account at <https://www.aes-edu.org/aesedu/applicant/login.cfm>.

Are you receiving U.S. credit for your foreign studies?

If you have already created an account, please sign in to complete your application or check the status of your file:

* indicates required field

Username (Email)*:

Password*:

[Forgot Username?](#) [Forgot Password?](#)

Step 2: Once logged in select “Order Sealed Copy.”

ORDERS UPDATE PROFILE LOGOUT

Welcome Jane Doe,

Below is the status of your applications:

Order ID	Status	
1601541	• Pending Documents AND Payment on Mar, 07, 2016 11:23:19	View/Save Order Sealed Copy

Step 3: Carefully review the terms page. If you agree, type your electronic signature in the box and select “Agree & Continue.”

Academic
Evaluation Services, Inc.

Are you receiving U.S. credit for your foreign studies?

ORDERS UPDATE PROFILE LOGOUT

Client ID: 1601541

Please read the statements below CAREFULLY. Your electronic signature below constitutes your legal responsibility regarding the information you provide in this application and the services you request. If you do not agree with any of these terms you should not submit a request for extra copies.

Please read the statements below CAREFULLY.

1. Extra copies are exact duplicates of the original evaluation provided only with a recent date added. No modifications will be made to the original evaluation; it will reflect current evaluation format. If changes are requested, please submit an application for an Update Evaluation.
2. Extra copies will not be provided to any client that has an outstanding payment due or who otherwise has outstanding matters with AES.
3. All fees paid are non-refundable except in case of overpayment.
4. The usual time for completion of an extra copy is one to two weeks once a request been received and all fees have been paid.
5. We do not offer rush services for extra copies.
6. It is the obligation of the client to confirm with the receiving institution or organization that they accept AES evaluations.
7. I understand that I am requesting an official, sealed copy of a previously completed evaluation and not a new evaluation.

Type your full name if you agree with the terms stated above* Jane Doe

AGREE & CONTINUE

Step 4: Review your information. Personal data is automatically shown based on your original application. If you contact information has changed, please update it here.

ORDERS	UPDATE PROFILE	LOGOUT
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Client ID: **1601541**

* indicates required field

Name to be used in evaluation * : **DOE, Jane**

Other Name(s) on Documents:

Date of Birth * : **Jan, 01 1998**

Country of Birth * : **Brazil**

Gender * : F

Below is the latest contact information we have on file for you. Please update as needed

Address * :

Address 2:

City * :

Country * :

State/Province * :

ZIP/Postal Code * : If country does NOT use zip/postal code , please enter 'NA'.

Phone 1 * :

Phone 2:

Email * :

Step 5: Determine where to have your additional copies delivered to. If you wish to have the copies go to you, rather than an institution, select the number of copies in the first dropdown box.

If you want to have the copies sent directly to an institution, do not select a number from the dropdown list and continue to Step 6.

Additional Sealed copies to me (\$30/copy + mailing fees for each recipient)

Additional copies to me ▼

Additional copies to me

1

2

3

4

5

Additional Institution Copies (\$30/copy + mailing fees for each institution)

may be ordered for \$30.00 a copy, plus mailing fees. If you would like an extra copy, please click [Mail

Next you will select the delivery method for these copies.

Additional Sealed copies to me (\$30/copy + mailing fees for each recipient)

2 ▼

Delivery Method

Pickup copy at Academic Evaluation Services

Mail copy to my address above

Step 6: To have a copy sent directly to an institution select MAIL INSTITUTION COPY.

Additional Institution Copies (\$30/copy + mailing fees for each institution)

Additional Institution copies may be ordered for \$30.00 a copy, plus mailing fees. If you would like an extra copy, please click [Mail Institution Copy]

MAIL INSTITUTION COPY

Enter the institution address in the box that opens and select REVIEW & PAY .

Institution 1 Copy

* indicates required fields

Institution Name * : Test University

Address * : 9876 Test St

Address2:

City * : Tampa

Country * : United States

State/Province * : Florida

ZIP/Postal Code * : 33617

Mailing Options * :

Express Mail \$30.00

MAIL INSTITUTION COPY

Additional Copies & Delivery Fees

Institution 1 Copy	\$30.00
Institution 1 Delivery Fees	\$30.00
Total Fees:	\$60.00

REVIEW & PAY

Step 7: Review your order, select payment method and SUBMIT ORDER.

Personal Data

Name: DOE, Jane
Date of birth: Jan, 01 1998
Country of birth: Brazil
Gender: F
Address: 1234 Main St
City: Tampa
State/Province:
ZIP/Postal Code: 33617
Phone(mobile): 8131234567
Email: mmoraes004@gmail.com

Receipients & copies

Recipient	Address	No of Copies	Mailing Method	Total
Test University	9876 Test St Tampa, FL US 33617	\$30.00	Express Mail \$30.00	\$60.00
Total Amount				\$60.00

BILLING

Total fees (in USD) * :

PLEASE NOTE: Pre-payment of our evaluation and/or translation fees; no services will be provided until fees paid by personal check are cleared by the bank. All fees paid are non-refundable except in case of overpayment. Fees are not refundable when clients cancel services previously requested. All returned checks will incur a \$30 NSF fee.

Select your payment method * : Check/MoneyOrder Credit Card