



**For Office Use Only:**

<input type="checkbox"/> Evaluation with Translation	<input type="checkbox"/> General Evaluation
<input type="checkbox"/> Evaluation only	<input type="checkbox"/> Grade Evaluation
<input type="checkbox"/> Translation only	<input type="checkbox"/> Comprehensive Evaluation
	<input type="checkbox"/> Comprehensive for Boards

Client ID: 20 -

**UPDATE APPLICATION**

Use this form if you have previous had an evaluation completed by Academic Evaluation Services and are adding new documents for evaluation or requesting a more detailed evaluation of previously submitted documents. Forms may be emailed, faxed, mailed, or brought in to our office along with original or official documents to be evaluated. Refer to contact information at the bottom of this page.

**PERSONAL DATA:**

Name (on evaluation): \_\_\_\_\_

(Family name / Last name)

(Given name / First name)

(Middle name/s)

Date of Original Evaluation: (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year) \_\_\_\_\_

**CURRENT ADDRESS:**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Cell / Mobile phone: (\_\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_\_) \_\_\_\_\_

**UPDATE REQUESTED FOR:**

<input type="checkbox"/> Study in the U.S.	<input type="checkbox"/> Teaching (teacher / substitute / aide / assistant)
<input type="checkbox"/> Employment	<input type="checkbox"/> Professional licensing (specify field: _____)
<input type="checkbox"/> Immigration matters	<input type="checkbox"/> Military service
	<input type="checkbox"/> Other

**NEW DOCUMENTS SUBMITTED:**

**For Secondary / High School Level Education:** (CXC, "O"-Levels, BAC, etc...)

Name of School: \_\_\_\_\_

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

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

Name of Certificate / Diploma Received: \_\_\_\_\_

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

**For University Level Studies:** (Associate, Bachelor's, Master's, Doctoral degrees, professional titles or equivalent)

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

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 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 \_\_\_\_\_

**NEW SERVICES REQUESTED:**

**(NO FEES RETURNED EXCEPT IN CASES OF OVERPAYMENT OR SERVICES DECLINED BY THIS OFFICE)**

*Note: Payment for full service fee is required for updated evaluations.*

**New Service:**

- \_\_\_\_\_ Comprehensive Evaluation for Professional Boards (\$300.00)
- \_\_\_\_\_ Comprehensive Evaluation (\$225.00)
- \_\_\_\_\_ Grade Evaluation (\$155.00)
- \_\_\_\_\_ General Evaluation (\$90.00)
- \_\_\_\_\_ Translation - Number of pages to be translated: \_\_\_\_\_ (\$50 per page)
- \_\_\_\_\_ Rush Services (3 to 5 business days): additional 100% of all fees selected above
- \_\_\_\_\_ Extra sealed copy \$20.00

**DELIVERY OF COMPLETED EVALUATION**

*Note: all Evaluations & Translations include 2 copies; 1 for the client and 1 for the institution of the client's choice. A separate fee is required for each address.*

- 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. Only if address is local.**
  - \_\_\_\_\_ Domestic Postage (in the US only) via FedEx Overnight Express Mail US\$30.00 (P.O. Boxes will be shipped via USPS)
  - \_\_\_\_\_ International Postage via FedEx: 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\$30.00

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

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

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

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

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

**When your application is received, we will email you a link to pay securely online (for accounts from 2012 and later.)**

If your account is from 2011 and prior years, enter amount due at the PayPal link below to pay securely with credit card.

<https://www.paypal.me/aestampa>

The name on the account is Michelle Moraes (AES Chief Financial Officer.)

**PLEASE NOTE: 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.**

**GENERAL NOTES:**

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.

The individual named on this application grants permission to \_\_\_\_\_ to make inquiries and/or represent him/her as needed in relation to the services requested from this office.

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

**ACADEMIC EVALUATION SERVICES, INC.**  
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**Phone: 813-374-2020 Fax: 813-374-2023**  
**info@aes-edu.org**