

**STANDARD APPLICATION**

Please complete **ALL** sections of the application form and sign it. Be sure to enclose **ALL** required documentation and fees. **Incomplete (or incorrect) information or missing documentation (and/or fees) will result in a delay in the processing of your application.** A separate form is required for Military Enlistment, attorney-submitted applications, and licensure in Barbering & Cosmetology, Massage Therapy, Nursing and Physical Therapy.

Section 1: Client Information

Name: _____			
Family/Last	Given/First	Second/Middle	
Name on Educational Records: _____			
(if different)			
Family/Last	Given/First	Second/Middle	
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth: _____ / _____ / _____	
		Month	Day
		Year	Country of Study: _____
			(other than USA)
Mailing Address: _____			
Number	Street	Apt. #	
City	State	Zip/Postal Code	Country
Telephone: () _____ () _____ Fax: () _____ Cell: () _____			
	Day	Evening	
Email: _____			
If you submit an e-mail address, IERF will e-mail you with updates on the status of your evaluation.			
Have you previously used the services of IERF? <input type="checkbox"/> No <input type="checkbox"/> Yes if yes, Date: _____ File #: _____			
How did you learn about IERF? (check appropriate boxes)			
<input type="checkbox"/> Educational Institution	<input type="checkbox"/> State Licensing/Certification Board	<input type="checkbox"/> National Professional Association/Certification Board	
<input type="checkbox"/> Attorney	<input type="checkbox"/> Friend	<input type="checkbox"/> Recruiter	<input type="checkbox"/> Internet
		<input type="checkbox"/> Advertisement	
<input type="checkbox"/> Other (please specify): _____			

Section 2: Purpose of the Evaluation (check appropriate boxes)

<input type="checkbox"/> Employment <input type="checkbox"/> Teacher Certification: State: _____ <input type="checkbox"/> Professional Licensing/Certification Field: _____ State: _____	<input type="checkbox"/> Immigration <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Other: _____	<input type="checkbox"/> Education - For admission to: <input type="checkbox"/> High School <input type="checkbox"/> Junior/Community College <input type="checkbox"/> University <input type="checkbox"/> Other _____
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Section 3: Educational History

List all educational institutions you have attended or are attending, including secondary institutions. Include the name of each certificate/diploma as it appears on your document(s). Use separate sheet if necessary.

Name of Institution	Location (city/country)	Entered (month/ year)	Departed (month/ year)	Name of Diploma or Certificate if <u>Awarded</u> (in original language)

Section 4: Fees (see Section 6 for a description of the services)

To ensure that the correct report type is selected, it is advisable to check with the institution, licensing board or agency to which the report is to be sent.

A. STANDARD REPORTS

1. **General Report** (\$85) \$ _____
2. **Detail Report** (\$165) \$ _____
3. **Detail Report with Course Level Identification** (\$205) \$ _____

B. ADDITIONAL SERVICES

1. **Rush Services**
 - a. 24-Hour Rush (add \$200) \$ _____
 - b. 5-Day Rush (add \$85) \$ _____
 - c. 10-Day Rush (add \$60) \$ _____
2. **Extra Copies** (add \$25 each) \$ _____
3. **Photocopying Fee**, if applicable (add \$20) \$ _____

C. MAILING OPTIONS

Evaluations are sent by regular mail, unless one of the following is selected. Please note, however, that you **must** select one of the choices below if submitting original documents.

Domestic (fees are per address)

Secure Mailing to: (add \$20) \$ _____
address in ☐ Section 1 ☐ Section 5 ☐ both

Next Day Delivery to: (add \$35) \$ _____
address in ☐ Section 1 ☐ Section 5 ☐ both

International (fees are per address)

Secure Mailing to: (add \$75) \$ _____
address in ☐ Section 1 ☐ Section 5 ☐ both

TOTAL \$ 0

Section 5: Evaluation Mailing Instructions

- ☐ Mail the evaluation and copy directly to me at the address in Section 1.
- ☐ Mail the evaluation to the address/es below and the applicant copy to me. (Note the additional charge if more than one address is listed - see Section 4 above.)

Name: _____

Address*: _____

Telephone: () _____

Name: _____

Address*: _____

Telephone: () _____

* You must provide a street address when requesting Secure Mailing or Next Day Delivery (no P.O. Boxes), as well as a phone number.

Section 6: Services and Fees

A. STANDARD REPORTS AND FEES

A file number will be assigned and notification will be sent upon receipt of the application. Every effort will be made to mail the evaluation within 15-20 business days. Yet if additional documentation and/or fees is/are required, the turnaround time will be effective from the date of receipt of all requested materials.

1. **General Report** – \$85 per application. This report identifies the institution(s) attended, dates of attendance, credential(s) earned, and the United States educational equivalent.
Suggested for: employment and immigration.
2. **Detail Report** – \$165 per application. In addition to the information included in the General Report, the Detail Report also lists individual courses taken with semester units, individual grade equivalents and an overall grade point average (where applicable).
Suggested for: college/university admission and transfer credit.
3. **Detail Report with Course Level Identification** – \$205 per application. In addition to the information included in the Detail Report, this report identifies the level of the class (e.g., lower versus upper division, professional, vocational).
Suggested for: junior/community colleges and professional licensing/certification.

B. ADDITIONAL SERVICES AND FEES

1. Rush Services and Fees

If requesting a Rush service, please note that **ALL** fees must be paid by cashier's check, money order or credit card only.

No personal checks will be accepted.

- a. **24-Hour Rush (Next Business Day)** – \$200 in addition to the standard report fee. Turn-around time is 24 hours from receipt of the application, required documents and fee.
 - b. **5-Day Rush** – \$85 in addition to the standard report fee. Turn-around time is 5 business days from the receipt of the application, required documents and fee.
 - c. **10-Day Rush** – \$60 in addition to the standard report fee. Turn-around time is 10 business days from the receipt of the application, required documents and fee.
2. **Extra Copies** – One official agency copy and one applicant copy are included in the report fee. Additional official copies requested at the time of application cost \$25 per copy. Duplicate Copies requested once a report has been mailed require a separate application form and fees. There is a two-year limit on requests for copies of any evaluation.
 3. **Photocopying Fee** – Please submit a set of photocopies (front and back) of all original documents, including translations. Otherwise, you will be assessed a \$20 fee.

C. MAILING OPTIONS AND FEES

Evaluations are sent by regular mail unless original documents are submitted. If submitting original documents, please select either Secure Mailing (\$20 for domestic and \$75 for international, per address) or Next Day Delivery (\$35 for domestic, per address) for the return of your academic records. These mailing options will have a tracking number. Otherwise your documents will not be returned to you, unless you instruct us in writing to return them via regular mail. IERF accepts no liability related to the loss or damage of documents during mailing.

D. PAYMENTS

- Payment in the form of a check, cashier's check, money order (unless requesting a RUSH service - see above) or credit card must accompany all applications, payable to IERF. For credit card payment (Visa or MasterCard only), please complete the Credit Card Information Form (available on our website at www.ierf.org).
- Overseas payments must be in U.S. dollars and drawn on a United States bank. If payment is being made by a bank draft, an additional \$15 processing fee is required.
- Fees are subject to change without notice.

Section 7: Certification

1. I certify that the information provided in this application is true and correct.
2. I certify that I have read the instructions and conditions in this application and that I understand and accept the terms and conditions stated.
3. I understand that the information provided by IERF on this application (or on its website) is subject to change at any time.
4. I understand that the evaluation reports prepared by IERF are advisory and are not binding upon any agency, institution or organization which may use them.
5. I release IERF from any liability for damages resulting from the use of an evaluation report by me or any third party.
6. I authorize IERF to release information about my application status and copies of my educational records where these are required by the agency for whom the evaluation is being prepared.
7. I acknowledge that the evaluation report, based on IERF research, may differ from my own interpretation or that provided by another party.
8. I release IERF from any liability for damages to or loss of any documents submitted.
9. I agree to reimburse IERF for any and all costs, including legal expenses, which may incur as a result of any claim that I (or anyone having any interest in my earnings or services) may make, based on the recommended equivalency.

Name (printed)

Signature

Date

If the signature on this application is not that of the person whose credentials are being submitted for evaluation, the act of signing certifies that the signatory has the authority to sign for and on behalf of the person whose educational credentials have been submitted for evaluation.

Section 8: Document Requirements (for the most current and complete information, please visit our website at www.ierf.org)

Be certain that you have all the necessary documents before sending your application, as missing documents will delay the processing of your evaluation.

Academic Records

Please note that IERF requires official academic records. Unofficial student copies will not be accepted, even if they are issued by the school.

Please submit the following:

1. **Transcripts / Mark Sheets / Examination Certificates / Academic Records** indicating courses/subjects, hours of study/units/credits, and grades/marks/examination results, issued in the original language. These must be issued on institutional letterhead and include official signatures and seals. If the hours/units/credits are not included on the academic records, please submit program descriptions/syllabi issued by the institution, where applicable.
2. **Diplomas / Graduation Certificates / Degree Certificates** issued in the original language (indicating that a degree/qualification has been earned or that a program of study has been completed). If the degree was not earned, please indicate so in writing.
3. If available, **plan of studies / curriculum** indicating the structure of your program of study.
4. Copy of the **title page, abstract, table of contents, and first ten pages of the dissertation** for the evaluation of doctoral studies.

Please note that if you have continued on to postsecondary studies, you are not required to submit academic records for secondary studies. Also, if you have completed graduate studies, the undergraduate academic records are still required as supporting documentation, although you may choose to not include them in the evaluation. Also, if you have completed studies in the United States, please submit a copy of the transcript and/or diploma as supporting documentation. Please note, however, that your US studies will not be included in the evaluation, as colleges, universities, and licensing agencies evaluate credentials from the United States according to their individual policies.

Original Documents

Original academic records are required for licensure (i.e., accounting, architecture, teaching, etc.) and for many schools and universities. Before you apply, it is recommended that you contact the institution for whom the report is intended to determine if they require that the evaluation be based on original academic records. In some instances, IERF also requires original academic records. Please be sure to check IERF's Country-Specific Requirements for more information. Official certified true copies of academic records issued by the institution of study or relevant government body may be acceptable as original, whereas notarized copies are not.

Helpful Tip: Even when they are not required by the intended recipient or by IERF's Country-Specific Requirements (see section below), it is recommended that you submit original academic documents to prevent any potential delay in the processing of your application. Please note that IERF also reserves the right to request original documents at any time during the evaluation process.

All original documents submitted by the applicant will be returned when the evaluation is mailed.

Photocopies

Original documents (including translations) must be accompanied by clear, legible and full-sized photocopies (front and back). Otherwise, you will be assessed a \$20 fee. Photocopies become the property of IERF. If you are submitting sealed records (e.g., official records in an envelope sealed by your school), please note that the photocopy requirement / fee is waived.

Translations

Translations must be submitted for all records not officially issued in English. These must be in the same format as the original-language documents, line-by-line, word-for-word, and must be typed. IERF reserves the right to request translations prepared by professional translation services. In some instances, professional translations are required. Please be sure to check IERF's Country-Specific Requirements for more information. IERF has negotiated a special discount with **University Language Services** for our applicants who use their translation services. You can contact them directly through their [website](http://www.ierf.org) to learn more about the discount. If submitting original translations, please include a set of clear, legible and full-sized photocopies (front and back). Otherwise, you will be assessed a \$20 fee. Photocopies become the property of IERF.

Proof of Name Change

If your name has changed, please submit proof of name change (e.g. copy of a marriage certificate or other legal document, etc.).

Country-Specific Requirements

These are in addition to the above standard required documentation. Please refer to our website at www.ierf.org.

Acupuncture Transcript Request Form (for licensure in Acupuncture only)

If you are applying for licensure in Acupuncture, you will need to forward the Acupuncture Transcript Request Form (available on our website at www.ierf.org) to your educational institution, and request that they mail it directly to IERF, along with your official academic records.

Request for Additional Information

Please note that at any time during the evaluation process, IERF reserves the right to request original documents, additional documents, and/or that documents be sent directly to IERF by the issuing institutions. Please submit the requested documentation and/or fees **within 4 months**. Otherwise, your case will be closed and a \$80 fee will be required to re-open your case.

Section 9: Terms and Conditions

1. **Advisory** - The evaluation reports prepared by IERF are advisory in nature and in no way limit an agency or institution in making its own determination as to the level of education and allocation of credit to be allowed for the foreign credentials. IERF is not liable for consequential damages if the desired equivalency is not recommended.
2. **Agency Criteria** - Any questions concerning specific requirements and procedures for licensure, employment, or admissions criteria should be addressed by the applicant to the appropriate licensing board, agency or institution.
3. **Altered or Irregular Documents** - If forged, altered, or falsified documents are submitted to IERF, the request for evaluation will be immediately cancelled. All documents (original and photocopies) become the property of IERF. No refund will be issued. The information will be made available to the appropriate parties (academic institutions, government agencies, professional organizations and other evaluation services).
4. **Applicable Law** - In the event of any disputes between the applicant and IERF, such disputes shall be governed by California law and shall be subject to the jurisdiction of the Los Angeles County courts.
5. **Contact** - IERF services are conducted solely by mail and the internet. Academic records, however, may only be submitted by regular mail or Courier Service.
6. **Correspondence** - Changes to an application must be submitted in writing. Once the evaluation is completed, an applicant has 90 days from the date of issue of the evaluation report within which to raise any questions concerning its content. Thereafter, the file will be closed.
7. **Damaged or Lost Documents** - Original documents submitted by the applicant are returned by a secure mailing service, unless instructed otherwise by the applicant in writing. While every effort is made by IERF to ensure the proper handling of educational documents, IERF accepts no liability related to the loss or damage of documents.
8. **Limited Liability of Service**

Delay - While every effort will be made to complete the evaluation within the requested timeframe, IERF cannot guarantee processing times and assumes no liability related to the delay of an evaluation report.

Report - IERF shall not be responsible for any incidental or consequential damages that an applicant may incur if the educational equivalency anticipated by the applicant is not issued as the evaluation report, based on IERF research, may differ from an applicant's interpretation or that provided by another party. IERF shall not be liable for any damages resulting from the use of the evaluation report. Furthermore, the applicant agrees to reimburse IERF for any and all costs, including legal expenses, which may incur as a result of any claim that the applicant (or anyone having any interest in the applicant's earnings or services) may make, based on the recommended equivalency.
9. **Reassessment of Equivalencies** - IERF bases its evaluation analysis on the best information available to professionals in applied comparative education in the United States at the time when the evaluation is made. When additional information becomes available, IERF reserves the right to reassess educational equivalencies when copies of an evaluation report are requested or when a new report is requested based upon the previously submitted documents.
10. **Re-Evaluation Request** - Evaluations based on documents not submitted with the original request are considered to be new evaluations, and a new payment of the fee is required. Requests to change a General Report to a Detail Report (or the reverse) will be subject to the fee applicable to that report. The amount paid for any previous evaluation report is not credited toward the charge for a re-evaluation.
11. **Refunds** - No refunds will be issued once an application has been submitted.
12. **Returned Checks** - A check that is returned due to insufficient funds is subject to an additional \$25 fee.
13. **Verification** - IERF reserves the right to contact educational and governmental institutions for additional information and/or verification of the authenticity of the credentials submitted, including, but not limited to, sending copies of credentials to the relevant educational institution(s) and/or governmental institution(s).
14. **Authorization for Release** - IERF may release information about an applicant's status including copies of educational records where these are required by the agency for whom the evaluation is being prepared.
15. **Refusal of Service** - IERF reserves the right to refuse service to anyone.
16. **Information Subject to Change** - The information provided by IERF on its website and on the application is subject to change at any time.

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www.ierf.org; Email: info@ierf.org

Charter Member of the National Association of Credentials Evaluation Services (NACES) - www.naces.org

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