



**ACADEMIC CREDENTIALS  
EVALUATION INSTITUTE, INC.**  
P.O. Box 6908 Beverly Hills, CA 90212, USA

**FOR ACEI USE ONLY**

DATE: \_\_\_\_\_ REF# \_\_\_\_\_  
BR CR CMR 24-R 3-R 5-6  
 FEES: \$ \_\_\_\_\_

**APPLICATION FORM FOR FOREIGN ACADEMIC DOCUMENT EVALUATION**

**APPLICATION MAILING INSTRUCTIONS:**

You have a choice of one of 2 addresses to mail your application and documents to ACEI.

**Option #1.** For First Class, Certified, Registered, Air Mail, USPS Priority/Express Mail, please mail to:  
ACEI, P.O. Box 6908, Beverly Hills, CA 90212, USA.

**Option #2:** For courier/overnight mail (e.g. FedEx, DHL, TNT, UPS), please mail to:  
ACEI, Box 188, 9461 Charleville Boulevard, Beverly Hills, CA 90212, USA.

**NOTE: ACEI does not have a walk-in service. ALL applications and documents must be mailed to one of the 2 addresses shown above.**

**DO NOT FAX DOCUMENTS. DO NOT EMAIL DOCUMENTS.**

Before completing this form, make sure that you have read the information in [ACADEMIC EVALUATION](#). This form allows you to click on each field, type in the requested information, and then print out the completed form or, you can print and complete this form and return it together with your fee(s) to ACEI.

Please complete **ALL** sections of the application form and sign it. Be sure to enclose **ALL** required documentation and fees. Failure to provide complete information will delay the application process.

**PLEASE PRINT OR TYPE CLEARLY & LEGIBLY!**

**SECTION A. PERSONAL INFORMATION**

**A1. Name:** \_\_\_\_\_  Male  Female  
 (Last/Family Name) (First/Given Name) (Second/Middle Name)

**A2. Mailing Address:** \_\_\_\_\_  
 (Number) (Street) (Apt./Flat/Suite #)  
 \_\_\_\_\_  
 (City) (State) (Zip/Postal Code) (Country)

**A3. Telephone:** (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ **Cell/Mobile:** (\_\_\_\_) \_\_\_\_\_  
 (Day) (Evening)

**A4. Email:** \_\_\_\_\_ **FAX#:** (\_\_\_\_) \_\_\_\_\_

**A5. Date of Birth** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Country of Birth:** \_\_\_\_\_  
 (Month) (Day) (Year)

**A6. Have you previously used the services of ACEI?**  NO  YES – If yes, when? Date: \_\_\_\_\_ ACEI Ref.#: \_\_\_\_\_

**A7. How did you learn about ACEI? (check appropriate boxes)**

- School/College/University (pls. specify): \_\_\_\_\_
- State Licensing/Certification Board (pls. specify): \_\_\_\_\_
- Attorney (pls. specify): \_\_\_\_\_
- Friend  Recruiter  Internet  Advertisement  Other (please specify): \_\_\_\_\_

**SECTION B. ACADEMIC HISTORY/BACKGROUND**

List **ALL** educational institutions (elementary/primary school, college, university) you have attended and now attending Use separate sheet if necessary and attach to this form. This section **MUST** be completed.

<u>Name of Institution(s)</u>	<u>Location</u> (City & Country)	<u>Entered</u> (Month/Year)	<u>Departed</u> (Month/Year)	<u>Name of any Certificate/Diploma/Degree</u> (if earned/awarded)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SECTION C. PURPOSE FOR EVALUATION (check appropriate boxes)**

- Education** – For Admission to:
  High School
  Junior/Community College
  University
  Other \_\_\_\_\_
- Employment**
 **Immigration** \_\_\_\_\_
- Professional Licensing/Certification**
 **Military**
 **Other** \_\_\_\_\_
- Field: \_\_\_\_\_ State: \_\_\_\_\_

**SECTION D. EVALUATION MAILING INSTRUCTIONS**

**Please check (one):**

- Mail the OFFICIAL and DUPLICATE COPY of evaluation to the address in **Section A. A2.**
- Mail the OFFICIAL evaluation to the address(es) shown below (and the applicant DUPLICATE COPY to address in Section A. A2.) **(If you list more than one address, see Section E for extra charges) (NOTE: Evaluation reports are NOT emailed to applicant, only to third party, e.g. school/college/university/employer/licensing board.)**

**Select Type of Mailing**

- 1<sup>st</sup> Class
  Priority
- Air Mail
  Courier/Overnight
- 1<sup>st</sup> Class
  Priority
- Air Mail
  Courier/Overnight
- E-mail

1. Name _____	2. Name _____
Title/Company/Institution: _____	Title/Company/Institution: _____
Address: _____	Address: _____
_____	_____
_____	_____
Telephone: (     ) _____	Telephone: (     ) _____
E-mail: _____	E-mail: _____

**NOTE: If you are requesting Express/Overnight/Courier Mail Delivery, please provide a street address (no P.O. Boxes), as well as a phone #.**

**SECTION E. SERVICES & FEES**

**NOTE:** The fee for the type of evaluation report you select provides you with ONE (1) OFFICIAL REPORT and ONE (1) DUPLICATE (APPLICANT) COPY. Refer to **Section 3. Types of Evaluation Reports on the ACADEMIC EVALUATION page of website** for detailed information on each report and content. Please check with the institution, licensing board or agency for which the evaluation is intended to ensure the type of evaluation report required. If you need additional OFFICIAL REPORTS, please specify the number needed in Section E2 below.

Evaluation fees are based on the level(s) of education you have completed, number of documents you are submitting and the type(s) of report(s) you are selecting

**E1. SELECT THE EVALUATION REPORT SUITABLE TO YOUR PURPOSE & LEVEL OF EDUCATION COMPLETED**

Please select & check report(s) type(s) needed and documents to be evaluated:	<u>Enter Amount</u>
<input type="checkbox"/> <b>BASIC REPORT</b> (suitable for general employment, immigration, military enlistment)	
<input type="checkbox"/> High School/Secondary School Document (transcript/report card/diploma/ exam certificate):	\$100.00      \$ _____
<input type="checkbox"/> College/University Document:	
<input type="checkbox"/> Fee for 1 <sup>st</sup> transcript/academic document and any certificate/diploma/degree	\$100.00      \$ _____
<input type="checkbox"/> Fee for each additional document/degree beyond the 1 <sup>st</sup> degree (specify # of documents) _____x	\$ 30.00      \$ _____
<input type="checkbox"/> <b>COURSE REPORT</b> (suitable ONLY FOR "CALIFORNIA BOARD OF ACCOUNTANCY")	
College/University Document:	
<input type="checkbox"/> Fee for 1 <sup>st</sup> transcript/academic document and any certificate/diploma/degree	\$150.00      \$ _____
<input type="checkbox"/> Fee for each additional document/degree beyond the 1 <sup>st</sup> degree (specify # of documents) _____x	\$ 50.00      \$ _____
<input type="checkbox"/> <b>COMPREHENSIVE REPORT [Course-by-Course with Grades &amp; Course Levels]</b> (suitable for further education/continuation of studies, teacher Certification, professional certification)	
<input type="checkbox"/> High School/Secondary School Document (transcript/report card/diploma/ exam certificate):	\$180.00      \$ _____
<input type="checkbox"/> College/University Document:	
<input type="checkbox"/> Fee for 1 <sup>st</sup> transcript/academic document and any certificate/diploma/degree	\$180.00      \$ _____
<input type="checkbox"/> Fee for each additional document/degree beyond the 1 <sup>st</sup> degree (specify # of documents) _____x	\$ 90.00      \$ _____

**E2. EXTRA OFFICIAL REPORTS (Optional)**

If you need extra OFFICIAL reports of the evaluation, please indicate below:	<u>Enter Amount</u>
Specify # of extra reports _____x \$ 30.00	\$ _____

**E3. RUSH SERVICES (Optional)**

If you need to have the evaluation completed in less than the standard 10-15 business days, please select one of the following RUSH services for expedited processing: (NOTE: Fee for RUSH service evaluations must be paid by money order/cashier's check/credit card only.) Please select one service:

<input type="checkbox"/> One (1) Business Day/24-Hour Rush	\$250.00	\$ _____
<input type="checkbox"/> Three (3) Business Day Rush	\$200.00	\$ _____
<input type="checkbox"/> Five (5) Business Day Rush	\$150.00	\$ _____

**E4. MAILING/SHIPPING/HANDLING DELIVERY (REQUIRED)**

The evaluation fee does **NOT** include the mailing and shipping fees of the reports. Please check as many as applicable:

	<u>Specify # of mailings/addresses</u>	<u>Enter Amount</u>
<input type="checkbox"/> First Class (domestic/US only)	_____x \$ 5.00	\$ _____
<input type="checkbox"/> Air Mail (overseas/international)	_____x \$10.00	\$ _____
<input type="checkbox"/> Priority Mail (domestic/US only)	_____x \$12.00	\$ _____
<input type="checkbox"/> Courier/Express (domestic/US only)	_____x \$40.00	\$ _____
<input type="checkbox"/> Courier/Express (overseas/international only)	_____x \$70.00	\$ _____
<input type="checkbox"/> E-mail (OFFICIAL evaluation, <u>only</u> to 3 <sup>rd</sup> party)	_____x \$ 5.00	\$ _____
<input type="checkbox"/> Facsimile (FAX) (Copy of evaluation, <u>only</u> to 3 <sup>rd</sup> party)	_____x \$10.00	\$ _____

**TOTAL FEES: \$ \_\_\_\_\_**

## SECTION F. PAYMENT

### Select Method of Payment:

- Personal Check       Cashiers Check       Money Order  
 Debit Card (Visa/MasterCard)       American Express       Discover       MasterCard       Visa

**NOTE:** Checks must be drawn in US dollars and on a US bank payable to A.C.E.I. Overseas/International payments must be in U.S. dollars and drawn on a United States bank.

### Credit Card Payments

**If you wish to pay by credit card, please complete the following: (All credit card payments will be assessed a flat fee of \$3.95 per transaction)**

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_  
Mo. Yr.

3 Digit Code/CVV5 [see back of Card] Visa/Master Card/Discover: \_\_\_\_\_

4 Digit Code [see front of Card] American Express: \_\_\_\_\_

Billing Address of Credit Card: \_\_\_\_\_  
(Street/P.O. Box) Apt./Suite/Flat #

(City) (State/Province) (Country) (Zip/Postal Code)

Card Holders Name (please print): \_\_\_\_\_

I hereby authorize the Academic Credentials Evaluation Institute, Inc. (ACEI) to utilize my credit card for the detailed billing (including an assessment fee of \$3.95 per transaction) as noted on the ACEI application for academic document evaluation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION G. TERMS & CONDITIONS

### Please read the ACEI Terms and Conditions for service before signing and submitting this application.

- 1 Altered or Fraudulent Academic Documents** – An evaluation will not prepared and fees will not be refunded in the event ACEI determines that the educational credentials submitted for evaluation have in any way been altered, tampered or forged. ALL documents (photocopies/original/official) will not be returned and become property of ACEI. The institution or agency for which the evaluation is intended, U.S. government agencies, and other evaluation services will be notified.
- 2 Equivalency Recommendations & Guarantees** – The U.S. educational equivalencies recommended in ACEI evaluation reports are in accordance with established guidelines and represent the considered judgments of qualified evaluators. ACEI evaluation reports are advisory and not binding on any institution, agency or third party. ACEI does not guarantee that an applicant, agency, or any third party will agree with its educational equivalency recommendations and assumes no responsibility for judgments or opinions made by an applicant, agency, or by any third party which disagrees with its educational equivalency recommendations. In the event of any disputes between the applicant and ACEI, such disputes shall be governed by California law and shall be subject to the jurisdiction of the Los Angeles County Court.
- 3 Evaluation Results** – ACEI will not release the results of an evaluation on the telephone or by facsimile (FAX) to the applicant. As indicated in Section E, the fee for the evaluation covers one official report and one duplicate copy. If you do not authorize the release of the official report to an institution, agency or third party, ACEI will send you the official report in a sealed envelope which should be opened by the institution, agency or third party for which the evaluation is intended.
- 4 Evaluation Review** After the evaluation has been completed, any questions regarding the evaluation report, based on the documents provided with the initial application, must be submitted in writing to ACEI within the first two (2) months of the completion date. After the two (2) months grace period, the file will be closed and archived for three (3) years and reopened only for requests concerning extra official evaluation reports.
- 5 Re-Activation** – If an applicant fails to provide all required documentation with the application within two (2) months of the date the application was received, the application will be inactivated. A \$50.00 re-activation fee is required to process an inactivated file.
- 6 Re-Evaluations** – Re-evaluations of credentials not submitted with the initial application request are treated as new evaluations and full payment of the evaluation report is required. Requests to change a Report type (e.g. Basic Report to a Comprehensive Report or vice versa), once an evaluation has been completed, requires the full evaluation fee for the new Report.
- 7 Refunds** – Do not submit an application with insufficient documentation, as fees are non-refundable once an application for credential evaluation has been filed and a case file has been opened.
- 8 Insufficient Documentation** – ACEI will contact the applicant or agent representing the applicant if additional information, documents, or fees are needed. The application will be kept in pending status until all documentation has been received.
- 9 Verification of Educational/Academic Documents** – ACEI reserves the right to verify documents submitted for evaluation with issuing institution(s).
- 10 Evaluation Expiration** – Effective January 1, 2011, any evaluation prepared on that date and thereafter is valid for a period of three (3) years from the day it was completed. Requests for extra official reports of an evaluation that is more than 3 years old are subject to a new application and submission of credentials with fees for a new evaluation.
- 11 Cancellation** – No refund will be made when an application is cancelled after the application form for evaluation has been submitted and a case file has been opened.

**SECTION H. CERTIFICATION BY APPLICATION/AGENCY REPRESENTING APPLICANT**

- H1. I certify that, to the best of my knowledge, all the information provided in this form is true, complete and correct.
- H2. I certify that I have read the information provided and requirements listed in the ACADEMIC EVALUATION section of this website.
- H3. I certify that I have read the TERMS & CONDITIONS of Academic Evaluation as posted above in Section G and in the ACADEMIC EVALUATION section of this website.
- H4. I understand that the evaluation prepared by ACEI is advisory and not binding upon any individual, institution or agency that issues it and release ACEI from any liability for damages resulting from the use of the evaluation report.
- H5. I understand that once this application is submitted, there are no cancellations and fees are non-refundable.

\_\_\_\_\_

(Name, Printed)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

**NOTE: To avoid any delays in the processing of your evaluation, the application must be completed in full, signed and dated. Thank you.**

**January 1, 2011**