



APPLICATION FOR EVALUATION OF INTERNATIONAL ACADEMIC CREDENTIALS

Please read application instructions carefully and complete application form thoroughly; write clearly in blue or black ink.

PERSONAL INFORMATION

Applicant Name: _____
(last/family name) (first/given name) (middle name)

Any previous names used: _____ Email address: _____

Mailing address: _____
(number and street) (city and state)

Telephone number: _____
(postal code) (country) (country code-city code-number)

Male Female Date of Birth: ____/____/____ Country of Education: _____
(day) (month) (year)

EDUCATIONAL HISTORY

Secondary and any/all post-secondary, beginning with most recent (attach separate sheet, if necessary)

Name of Institution	City/Country	Dates Attended	Name of Degree/Title/Diploma Received <i>(in original language and English, if applicable)</i>

- I have enclosed original or official copies of my academic credentials
 - Please return my original academic documents with my evaluation report(s) (see page 2 for terms and conditions)
- I have requested original or official copies of my credentials be sent to One Earth directly from my institution or examining board

EVALUATION SERVICES REQUESTED & MAILING INSTRUCTIONS

See page 2 for payment details

- General (\$80) Course-by-course (\$145)
- Please send both copies of the evaluation report to mailing address listed above under "Personal Information"
- Please send one copy to mailing address above and one copy to: _____

- Additional evaluation reports (optional): ____ x \$20 = ____ (indicate on a separate sheet name & address where copies are to be sent)
- Three (3) day rush service (optional) add \$80: _____ One (1) day rush service (optional) add \$150: _____

Courier delivery of completed report and/or original academic documents (optional):
 International courier \$60*: _____ Domestic (U.S.) courier \$25: _____ U.S. Postal Service certified mail \$15: _____
**additional international rates may apply*

I am enclosing check drawn from a U.S. bank or a bank draft or money order in U.S. dollars made payable to **One Earth Evaluations**

Total amount enclosed: \$ _____

ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

- I certify that the information provided in this application is true and correct.
- I have read and fully understand the instructions, terms and conditions outlined in page 2 of this application.
- I understand that evaluation reports prepared by One Earth represent a professional judgment and are not binding to those educational institutions that receive them.
- I release One Earth from liability for damages or loss resulting from this evaluation process.

Applicant's signature: _____ Date: _____

APPLICATION CHECKLIST AND ADDITIONAL INFORMATION

Please retain the top portion of this page for your reference

APPLICATION CHECKLIST:

- Fill out Application for Evaluation of International Academic Credentials (page 1) neatly and completely.
- Enclose original or official copies of all pertinent academic credentials or request that original or official copies be sent to One Earth International Credential Evaluations directly from your educational institution or examining board.
 - * Check appropriate box on application form under “Educational History”
 - * Refer to the drop down menu on our website for country-specific documentation required
- Add fees for all evaluation and mailing services requested and enclose a check drawn from a U.S. bank or a certified bank draft or money order in exact U.S. dollars made payable to One Earth Evaluations.
- Sign and date application, certifying that all information you have provided is true and correct and acknowledging that you have read and understand all terms and conditions.

ADDITIONAL INFORMATION:

About documentation...

- If you have requested that One Earth return your original educational credentials to you with your evaluation report, please submit one set of clear, complete photocopies in addition to the originals you would like returned. As a reminder, any document sent to us directly by your educational institution, all English translations and photocopies become the property of One Earth and will not be returned. English translations may be photocopies as long as they are complete, word-for-word and in the same format as the original document.
- All evaluation reports and documents are returned to students via regular mail unless courier service is requested and additional mailing fees paid. If international courier fees to your city/country are more than \$60, we will contact you to request additional fees. One Earth is not responsible for loss or damage to documents submitted.
- If fraudulent, forged or altered academic documents are submitted, no evaluation report will be prepared, no refund will be issued, and all appropriate parties will be notified.

About evaluation reports...

- Evaluations are completed within 5 – 7 business days, unless rush requests are made and additional fees paid. Some credentials require further research or information; we will notify you in writing of any delays and/or requests for additional documents. One Earth reserves the right to contact your issuing institution, examining board or education authorities to verify credentials at any time.
- Fees include two (2) copies of the evaluation reports; please indicate where you would like the evaluation reports sent. Additional copies can be requested for an additional \$20 each.
- Evaluation reports are advisory and not binding on any institution that uses them. They are prepared based on the latest research and best information available in the field of comparative education; as systems of education change, so may our interpretation of international academic credentials and their U.S. equivalencies. One Earth is not obligated to revise previously prepared reports as they represent the best information available at the time.
- If you request a course-by-course evaluation and One Earth determines that your institution is not equivalent to a recognized (accredited) U.S. institution, only a general report will be prepared and One Earth will refund the difference in evaluation fees (\$65). This is the only time a refund may be issued; all other fees are non-refundable.