

APPLICATION INSTRUCTIONS

Please be sure to review our [documents required by country](#) before submitting your application to ensure you understand and can comply with our documentation requirements and are ready to request / send the necessary documents. Incomplete or insufficient submission of credentials will delay the process and may result in your application being canceled. Applications received without credentials are held for 6 months.

Part of our job is to ensure that the academic credentials you are submitting are authentic – that they belong to you, have been legitimately earned, and have not been fabricated, altered, or otherwise manipulated.

If you do not have a legitimately earned, authentic academic credential, STOP: Do not continue with this application. If we find that your credentials are not authentic, no evaluation report will be issued, no refund will be given, and all appropriate authorities will be notified.

Section 1: Personal Information

Registry ID:

- Please list your Wisconsin Registry ID. If you do not know your Registry ID, please contact support@the-registry.org.

Name:

- Please list your current legal name as it appears on your passport or other official identification. This should also match your name as it appears on your academic credentials.
- If your name is different than it appears on your academic credentials (i.e. your name has changed due to marriage), please explain in the provided box below and e-mail us a copy of your proof of name change (i.e. marriage certificate).
- The e-mail for sending documents is: Documents@OneEarthEvaluations.org.
*Please attach the document as a PDF and include your full name in the subject line.
OR Upload a PDF copy of your proof of name change (i.e. marriage certificate)*

Date of Birth:

- Please choose the day, month, and year of your birth. This must match the date of birth on your legal identification and academic credentials.

Gender:

- This question is optional and is not required to proceed with your evaluation request.

E-mail:

- Please take care to type your e-mail address carefully, completely, and correctly – this is the primary way we will be communicating with you throughout the evaluation process.

Phone:

- Please type your complete phone number, including country code.

Postal Address:

- Please take care to provide us with a complete and correct postal address. This should include any and all house numbers, street names, apartment or unit numbers, city, state/province/ region, postal code and country. This address should be where you are currently residing. Any original academic credentials you need returned will be sent to the postal address you indicate here. One Earth is not responsible for documents not delivered due to insufficient addresses.

Section II: Academic History

Country of Education:

- Please list the name of the country where you received your academic credentials. You may list more than one country if your educational credentials were obtained in more than one country. One Earth Evaluations only evaluates **non-U.S.** credentials.

Level of Education:

- Please indicate whether you require an evaluation of only secondary credentials, only post-secondary credentials, or both secondary and post-secondary credentials.
- If you have not completed secondary school in your country and received the academic qualification that gives access to higher education in your home country, please email us to determine whether you are eligible for evaluation.

Secondary: Secondary education refers to the U.S. equivalent of high school. This typically takes place after primary education and is followed by higher (post-secondary) education or employment. Examples of secondary credentials include Senior School Certificate Examination, General Certificate of Secondary Education, Bachillerato, Baccalaureat, etc.

Post-secondary: Post-secondary education, also known as tertiary education, is the education level that follows the successful completion of secondary education (high school). Post-secondary education includes universities, colleges and institutes of higher education and leads to academic qualifications such as Diploma, Bachelor's Degree, Titulo, etc.

Name of Institution:

- This is the name of the educational institution (school/college/university) you attended in your country and from where you require credentials to be evaluated.

Dates of Attendance:

- Please indicate the month and year you began your studies at the above-named institution and the month and year you ended (or will end) your studies at the above-named institution. If you attended more than one institution or have more than one credential, please add them here as needed.
- Please indicate whether you have completed your studies and received a qualification, or if your studies are incomplete or in progress.

Complete: Please indicate the name of the credential (qualification/degree) you received as it appears on your credentials (i.e. Bachillerato, Licence, Magister, etc.)

Incomplete: You have partial studies (i.e. academic transcript), but left your program of study before completing all requirements and have not earned a final degree qualification.

In progress: You have partial studies (i.e. academic transcript) but are currently enrolled and plan to successfully complete your degree requirements in the near future.

Academic Credential Submission

There are several options for submitting your documents, depending on your country of education and level of study. Please let us know how we should expect your credentials to arrive. Remember – submission of your academic credentials is your responsibility! We cannot request your credentials on your behalf.

1. From your Institution, Ministry, or Exam Board:

If your institution, Ministry of Education or Exam Board can send the credentials to us directly, please ask them to do so. We can accept physical credentials by post or electronically (by e-mail), as long as we can verify the source of the e-mail as secure and official (not a personal e-mail address, like Gmail). *Documents received directly from your institution, Ministry or Exam Board become the property of One Earth Evaluations and are not returned to you.*

Posted documents should be sent to our postal address:

One Earth Evaluations
2858 University Avenue #243
Madison, WI 53705

Secure, electronic documents should be a PDF with your full name in the subject line sent to: Documents@OneEarthEvaluations.org

2. Official Copies:

Official copies refer to copies of your original credentials attested/stamped/signed by a proper degree-granting authority (i.e. Registrar, Controller of Examinations) placed in a sealed envelope and given to you for submission to us. These documents become the property of One Earth and will not be returned to you. Plain photocopies or notary copies will not be accepted.

3. Verifiable Scans:

We can only accept scans of your academic credentials if they can be verified through a trusted source.

- Examples of a trusted source include: Examination results portal (i.e. West African Examinations Council, Central Board of Secondary Education); Ministry of Education database (i.e. Turkey, Dominican Republic, Ukraine); University diploma verification or graduation list.
- If your credentials can be verified, please e-mail a clear, legible PDF with your full name in the subject line, as well as the information required for verification (i.e. link to results portal, verification code, ID number, results check serial number/pin, etc.). to: Documents@OneEarthEvaluations.org

Academic Credential Submission

4. Original credentials:

If the first three options outlined above are not available for your credentials, you may submit your original documents. Original documents refer to first-issue documents you have in your possession that were given to you by your institution, Ministry or exam board when you completed your studies. All original documents are subject to further verification at our discretion. We will return all original documents to you (unless they are found to be inauthentic).

You may post your original credentials to our postal address:

One Earth Evaluations
2858 University Avenue #243
Madison, WI 53705

- We strongly recommend sending your original credentials via a secure mail service with tracking and requesting the same service in return (see section on “Mail Service” below). One Earth is not responsible for documents lost in the mail.

If you are residing in or near Madison, WI, we welcome you to make an appointment to bring your original credentials into our office personally. Please note that the postal address above is not our physical office location. Please e-mail [Hello@OneEarthEvaluations.org](mailto>Hello@OneEarthEvaluations.org) to request an appointment time to bring your original credentials into our Madison, WI office in person. We will make a copy of your credentials and return them to you right away.

IMPORTANT:

Submit all credentials in their original language. Word-for-word English translations are required for all documents in a language other than Spanish, French or German.

Section III: Evaluation Details

One Earth will provide either a general evaluation report, or a course-by-course evaluation report, depending on your credentials.

General: Includes an overview of the credential earned with U.S. degree equivalence and overall GPA. A general evaluation will be provided for applicants who have only secondary (high school) credentials, or applicants who have earned a post-secondary credential, but only have the final degree (no transcripts).

Course-by-course: Includes an overview of the credential earned with U.S. degree equivalence and overall GPA, as well as a listing of post-secondary (university level) courses with individual U.S. credit and grade equivalent. This can only be completed if a complete and official academic transcript listing coursework and grades is submitted.

- Completed reports will be sent to the Wisconsin Registry to be used for licensing purposes. You will have access to view your evaluation report through your Registry profile.

Should you need an evaluation of your credentials for another purpose (e.g. further education), please follow this link to request a “revised evaluation request”:

<https://oneearthevaluations.org/revised-evaluation/>

You will be responsible for the cost of this evaluation for a purpose other than the Wisconsin Registry.

Important Information, Terms & Conditions

- The cost of evaluation services is paid for by the Wisconsin Registry and funding provided by the Department of Children and Families through the Preschool Development Grant (PDG). By submitting this form, you agree to allow One Earth Evaluations to send your completed evaluation report to the Wisconsin Registry.
- One Earth reports are advisory in nature and not a decision regarding eligibility for admission, employment or licensure. One Earth is not authorized by the Wisconsin Registry to include in the evaluation any opinion as to whether qualifications or courses will be accepted by The Wisconsin Registry.
- Evaluations are typically completed within 7 business days once all necessary documents are received. 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, or education authorities to verify your credentials at any time.
- If we find that your credentials are not authentic, no evaluation report will be issued, and all appropriate authorities will be notified.
- Evaluation reports 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.

Please direct any questions about this application or documentation required to:

[Hello@OneEarthEvaluations.org](mailto>Hello@OneEarthEvaluations.org)