

World Academic Research Center, Inc.

Credentials Evaluation and Translation Services

1825 NW Corporate Boulevard, Suite 110

Boca Raton, FL 33431

Tel: (561) 807-6330 ~ Fax: (561) 807-6331

E-mail: evaluations@foreigndegrees.com

Web: <http://www.foreigndegrees.com>

APPLICATION FOR FOREIGN CREDENTIAL EVALUATION SERVICE

Note: Please read the instructions carefully and print your answers in block capital (black ink). Please make sure that the necessary documentary evidence is attached to this form and that you have read the terms and conditions on the reverse side of this application form before filling it out.

FEEES ARE NON-REFUNDABLE. FEEES ARE SUBJECT TO CHANGE ANY TIME WITHOUT NOTICE

CLIENT INFORMATION		Male	Female
1. Last Name:		2. First and Middle Name:	
3. Address:			
4. City:	5. State:	6. Postal Code:	7. Country:
8. Date of Birth:	9. Country of Birth:	10. Country of Study:	
11. Home Phone:	12. Work Phone:	13. Email:	
14. Fax:	15. Cell/Mobile	16. Other:	
17. How did you learn about WARC?			
18. Previous evaluation done by WARC?	Yes	No	If yes, Date:
19. What is the purpose of the evaluation?	Education Immigration Military Enlistment	Licensing/Certification Other	Employment

EDUCATION HISTORY

20. High School Graduate: Yes No Start with the most recent

21. Name of High School

22. Date of Graduation

23. University Graduate: Yes No Start with the most recent

24. Name of Institution(s)

25. Location

26. Degree Earned or Credits

27. Date of Attendance

9. Name and address of agency, employer or educational institution(s) to whom the original evaluation is to be mailed

(please add \$40.00 additional per institution)

Please list the names and addresses below: (please add \$30.00 additional per institution)

1. _____

2. _____

3. _____

3 TYPES OF EVALUATIONS

- **GENERAL EVALUATION (Document-by-Document)** – This evaluation report indicates the information on the education completed such as institution(s) attended, periods of attendance, degree(s), diplomas, certificates received and provides the U.S. equivalent. This type of evaluation report is used for university admission (freshman or graduate admission), for immigration and employment purposes and for military enlistment.

- **DETAILED EVALUATION (Course-by-Course)** – This evaluation report indicates the same information as the general evaluation report (document-by-document), however it gives additional detailed information such as post-secondary courses, U.S. equivalent grades and U.S. equivalent semester credit hours. This type of evaluation report is required for university admission for transfer credit, for professional licensing purposes such as CPA examination, teacher certification. In the event that an applicant requesting a course-by-course evaluation does not have the equivalent of university level study in the United States, a document-by-document will be provided along with a refund of \$60.00.

- **PROFESSIONAL/WORK EXPERIENCE** - This evaluation is for *immigration and employment certification purpose only*. It features a combination of an applicant's education (if applicable) and professional experience using the "three-for-one" rule implemented by the U.S. Citizenship and Immigration Service (USCIS). According to this regulation, three years of significant and broad professional work experience may be substituted for one year of academic achievement in order to obtain a U.S. degree equivalency.

ADDITIONAL SERVICES

- **TRANSLATION SERVICE** - Our Translation Service provides certified and notarized translations in over 100 languages and dialects in the fields of education, business, accounting, science, law, medicine among many others.

PROCESSING TIME

- **STANDARD Service** – 10 business days
- **RUSH Services** – 5 business days
 - a) 48-Hour
 - b) 24-Hour
 - c) Same-day

COST OF EVALUATION SERVICES - General Evaluation

\$60.00	DEGREE Equivalency – 10-business day service (STANDARD)
\$90.00	DEGREE Equivalency – 5-business day service (RUSH)
\$130.00	DEGREE Equivalency– 48-hour service (RUSH)
\$180.00	DEGREE Equivalency – 24-hour service (RUSH)
\$220.00	DEGREE Equivalency – Same-day service (RUSH)

COST OF EVALUATION SERVICES	
Detailed Evaluation	

\$120.00	Course by Course Evaluation – 10-business day service (STANDARD)
\$170.00	Course by Course Evaluation – 5-business day service (RUSH)
\$230.00	Course by Course Evaluation – 24-hour service (RUSH)
\$270.00	Course by Course Evaluation – Same-day service (RUSH)
\$370.00	Course by Course Evaluation – Same-day service (RUSH)

COST OF EVALUATION SERVICES	
Work Experience Evaluation	

\$250.00	Professional Work Experience Evaluation– 10-business day service (STANDARD)
\$280.00	Professional Work Experience Evaluation– 5-business day service (RUSH)
\$320.00	Professional Work Experience Evaluation – 48-hour service (RUSH)
\$400.00	Professional Work Experience Evaluation – 24-hour service (RUSH)
\$500.00	Professional Work Experience Evaluation – Same-day service (RUSH)

COST OF ADDITIONAL SERVICES	
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\$40.00	Grade Point Average (G.P.A.) Equivalent (required for freshman and graduate admission)
\$40.00	Upper/Lower Division Course Identification (in addition to the course-by-course evaluation)
\$10.00 <i>per SCANNED copy</i>	SCANNED Copy of Evaluation Report Quantity: _____
\$40.00 <i>per copy</i>	Extra Copy of Evaluation Report Quantity: _____
\$40.00 <i>per copy</i>	Extra Copy of Translation Report Quantity: _____
\$40.00	FEDEX and UPS delivery in U.S.
\$70.00	FEDEX and UPS delivery International

DOCUMENTS REQUIRED FOR EVALUATION

1	Completed and signed “Application for Foreign Credential Evaluation Service” form
2	Appropriate payment via PAYPAL or via MONEY ORDER payable to World Academic Research Center, Inc. (WARC) Mailing Address: World Academic Research Center, Inc. – 1825 NW Corporate Blvd, Suite 110 ~ Boca Raton, FL 33431
3	Clear, certified copies of originals or originals of all academic documentation(s). Applicants must include a self-addressed stamped envelope in order to have them returned. All documents received directly from an issuing institution the property of World Academic Research Center, Inc. (WARC) and will not be returned to the applicant.
4	Certified English translations of all academic documentation(s) that are in a foreign language (WARC offers a professional certified English translation service, please request a FREE estimate)
5	For the work experience evaluation - letters on company letterhead from previous employers indicating job description, job title, period of employment (months and years)
6	For the work experience evaluation - Curriculum vitae with detailed job duties, job title, period of employment (start and end dates, i.e. May of 1999 to June of 2001)

TERMS AND CONDITIONS

1	We are accepting credit cards via PAYPAL. In addition, payments for services must be made via MONEY ORDER in U.S. dollars payable to WARC. We no longer accept personal checks. Mailing Address: World Academic Research Center, Inc. – 1825 NW Corporate Blvd, Suite 110 ~ Boca Raton, FL 33431
2	No refunds will be issued once an application has been submitted for the services of evaluations and/or translations.
3	If documentation not included in the original application is submitted for evaluation to WARC, it is considered a new evaluation and payment of the evaluation fee is required. If an applicant requests to change a document by document evaluation report to a course by course evaluation report, the appropriate fee for the course by course report is required.
4	Evaluation reports prepared by WARC are advisory in nature and not binding to any institution or agency.
5	WARC reserves the right to verify documents submitted with the issuing institution(s).

6	If fraudulent or altered documents are submitted, they will become property of WARC and no evaluation report will be prepared and the fees will not be refunded. In addition, all the recipients mentioned on the application form will be informed of the situation.
7	If additional documents and/or information are required, the applicant will be contacted immediately by WARC requesting for additional documents and/or information.
8	No Evaluation report will be released until proper payment has been received for services rendered.
9	WARC accepts no liability for damages resulting in the use of the report.
10	Business is conducted via mail by WARC.
11	Any legal dispute that may arise between WARC and the applicant shall be governed by Florida law and be subjected to the jurisdiction of the Palm Beach County court system.
12	WARC is not liable if the applicant does not agree with evaluation report issued.
13	WARC makes an effort to obtain the most up-to-date international resource information available and therefore cannot guarantee complete satisfaction with evaluation report issued.

Recognition of Report:

We recommend that applicants contact the agency or institution for which the report is to be used in order to confirm the type of evaluation report that is required and to ensure the recognition of the evaluation report by the agency or institution of their choice.

Certification:

I hereby certify that all the information provided on this application is true, factual and correct. I have read the instructions and the conditions and agree to the terms stated therein. I understand that the evaluation reports prepared by WARC are advisory in nature and not binding to any institution or agency. I release WARC from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation report.

Applicant Signature

Printed Name

Date

I AGREE TO THESE TERMS

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Credit Card Authorization

Please fax or email the completed form to: World Academic Research Center, Inc.

Fax: (561) 807-6331 or Email: info@foreigndegrees.com

World Academic Research Center, Inc. has initiated this process to protect both WARC and its customers against credit card fraud. Please complete the entire form below.

We Accept: Visa, Master Card, Discover and American Express, Debit, Credit

Appropriate payment via credit card: _____ Authorized Amount: _____

Name (as it appears on credit card) _____

Credit Card Number (all digits):

Expiration Date ■ Card ID (Last 3 or 4 digits in the back of card)

Visa Master Card Discover American Express Debit Credit

Credit Card Billing Address:

Address: _____

City: _____ State: _____ Zip: _____

Signature of Cardholder

I, hereby authorize World Academic Research Center, Inc. (WARC) to charge the above Credit/Debit Card for services and/or shipping costs made by me or my company. I understand, if any problem occurs and a new Credit/Debit Card is needed, I will immediately sign a new authorization form with the new card information.

Authorized Signature

Printed Name

Date