

**World Academic Research Center, Inc.**  
 Credentials Evaluation, Resume and Translation Services  
 20283 State Road 7, Suite 300  
 Boca Raton, FL 33498

**Tel: (561) 807-6330 or (561) 807-6332 ~ Fax: (561) 634-2808 or (561) 732-7992**

**E-mail: [evaluations@foreigndegrees.com](mailto: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.**

<b>CLIENT INFORMATION</b>				Male	Female
01. Last Name:			02. First and Middle Name:		
03. Address:					
04. City:		05. State:	06. Zip/Postal Code:		07. Country:
08. Date of Birth:		09. Country of Birth:		10. Country of Study:	
11. Home Phone:		12. Work Phone:		13. Email:	
14. Fax:		15. Cell (optional)		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	Licensing/Certification	Employment	Immigration	
	Military Enlistment	Other			
<b>EDUCATION HISTORY</b>					
20. High School Graduate:	Yes	No	Start with the most recent		
21. Name of High School	22. Address			23. Date of Graduation	
24. University Graduate:	Yes	No	Start with the most recent		
25. Name of Institution(s)	26. Location	27. Degree Earned or Credits		28. Date of Attendance	

9. Name and address of agency, employer or educational institution(s) to whom the original evaluation is to be mailed (one copy of the original evaluation will be mailed to you)	<p><u>Please list the names and addresses below:</u></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p>		

### 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 \$50.00.
  
- **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

- **PROFESSIONAL RESUME WRITING SERVICE** - To facilitate the immigration and employment process, we offer a professional resume writing service. Our resume writers work exclusively on resumes for H1B visa applicants. We fully understand the guidelines set forth by the U.S. Citizenship and Immigration Service (USCIS) and we are dedicated to providing professionally resume that open doors to more opportunities.
  
- **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** – 5 business days
  
- **RUSH Services** – a) 48-Hour
  - b) 24-hour
  - c) Same-day

### COST OF EVALUATION SERVICES – General Evaluation

\$60.00	Document –by-Document –5-business days – STANDARD SERVICE
\$90.00	Document –by-Document – 48-hour (Rush Service)
\$120.00	Document –by-Document – 24-hour (Rush Service)
\$150.00	Document –by-Document – Same-day (Rush Service)
** NOTE:	FEES ARE NON-REFUNDABLE. FEES ARE SUBJECT TO CHANGE ANY TIME WITHOUT NOTICE

### COST OF EVALUATION SERVICES – Detailed Evaluation

\$120.00	Course–by-Course – 5-business days - STANDARD SERVICE
\$150.00	Course–by-Course – 48-hour (Rush Service)
\$200.00	Course–by-Course – 24-hour (Rush Service)
\$270.00	Course–by-Course – Same-day (Rush Service)

<b>** NOTE:</b>	FEES ARE NON-REFUNDABLE. FEES ARE SUBJECT TO CHANGE ANY TIME WITHOUT NOTICE
<b>COST OF EVALUATION SERVICES</b> <b>Work Experience Evaluation</b>	
\$180.00	Work Experience – 5-business days - STANDARD SERVICE
\$220.00	Work Experience – 48-hour (Rush Service)
\$250.00	Work Experience – 24-hour (Rush Service)
\$350.00	Work Experience – Same-day (Rush Service)
<b>** NOTE:</b>	FEES ARE NON-REFUNDABLE. FEES ARE SUBJECT TO CHANGE ANY TIME WITHOUT NOTICE
<b>COST OF RESUME WRITING SERVICE</b>	
\$100.00	Resume Writing – 7-business days
\$200.00	Resume Writing – 3-business days (Rush Service)
\$300.00	Resume Writing – 24-hour (Rush Service)
\$400.00	Resume Writing – Same-day (Rush Service)
<b>** NOTE:</b>	FEES ARE NON-REFUNDABLE. FEES ARE SUBJECT TO CHANGE ANY TIME WITHOUT NOTICE
<b>COST OF ADDITIONAL SERVICES</b>	
\$30.00	Grade Point Average (G.P.A.) Equivalent (required for freshman and graduate admission)
\$30.00	Upper/Lower Division Course Identification (in addition to the course-by-course evaluation)
\$20.00 <i>per copy</i>	Extra Copy of Evaluation Report    Quantity: _____
\$30.00	FEDEX and UPS delivery in U.S.
\$60.00	FEDEX and UPS delivery International
FREE	Translation Fee Estimate
<b>DOCUMENTS REQUIRED FOR EVALUATION</b>	

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. – 20283 State Road 7, Suite 300 ~ Boca Raton, FL 33498
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)
7	For Resume Writing Service – A brief description in writing of job history; a follow-up interview will be held upon receipt of service request

### 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. – 20283 State Road 7, Suite 300 ~ Boca Raton, FL 33498
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**