

Academic evaluation form essay sample



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BUSTER**

1. GENERAL PROCEDURES

An evaluation will be processed upon receipt of the following: 🌐 Completed ACEI Application form 🌐 2 complete sets of OFFICIAL/ORIGINAL Academic Documents issued in the native language by the institution (see Section 4) 🌐 Certified English Translations (2 complete sets) 🌐 Evaluation fee (see Section 5) Application Mailing Please mail the application, documents and fees to one of the following 2 mailing address: 1a. First Class Mail, Certified, Registered Mail – please mail to: P. O. Box 6908, Beverly Hills, CA 90212, USA 1b. Courier/Overnight Mail (e. g., FedEx, DHL, TNT, UPS) – please mail to: ACEI, Box 188, 9461 Charleville Boulevard, Beverly Hills, CA 90212, USA

(WHAT DO I NEED TO DO?)

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

2. PROCESSING TIME

(HOW LONG DOES IT TAKE?)

2a. Standard Processing Time ACEI requires at least 10-15 business days to complete an evaluation from the day ALL documents listed in Section 1 are received. 2b. RUSH Service To meet deadlines, ACEI offers RUSH Service.

Applying for RUSH Service guarantees completion of the evaluation within the time-line selected (see Section 5c. for cost). The RUSH Service does not include express mailing of the evaluation. The fee for RUSH Service is in addition to the evaluation fee. DO NOT SEND PERSONAL CHECK FOR RUSH.

📅 One (1) Business Day (evaluation is completed within 1 business day from

receipt of documents) 📄 Three (3) Business Day (evaluation is completed within 3 business day from receipt of documents) 📄 Five (5) Business Day (evaluation is completed within 5 business day from receipt of documents)

NOTE: You must provide ORIGINAL/OFFICIAL Academic Documents for RUSH service evaluations. The RUSH Service goes into effect ONLY when all required fees, application and educational credentials have been received by ACEI.

3. TYPES OF EVALUATION REPORTS

(WHAT TYPE OF EVALUATION REPORT DO I NEED?)

ACEI provides three types of evaluation reports to meet the specific needs of individuals and institutions and/or agencies requiring the evaluation. Please read the descriptions of each report shown below and select the report type that best suits your needs and those of the agency or institution for which the evaluation is intended. If you are unsure as to what type of report to select, please contact the agency or institution requiring the evaluation or ACEI.

3a. Basic Report Suitable for: Employment (except teaching), Immigration, and Military Enlistment 📄 identifies and describes each transcript, grade report, examination record, marks sheet, certificate, diploma, or degree submitted for evaluation 📄 identifies the institution(s) attended and location(s) 📄 provides profile(s) on the institution(s) and programs(s) (institution status, entrance criteria, length of study) 📄 recommends the U. S. educational equivalent of each level of study and credentials earned

3b. California Board of Accountancy/CPA Exam-Course Report Suitable for: Professional Certification (CPA) with California State

Board of Accountancy ONLY ■ identifies and describes each transcript, grade report, examination record, marks sheet, certificate, diploma, or degree submitted for evaluation ■ identifies the institution(s) attended and location(s) ■ provides profile(s) on the institution(s) and programs(s) (institution status, entrance criteria, length of study) ■ recommends the U. S. educational equivalent of each level of study and credentials earned ■ provides a list of courses/subjects studied per academic year ■ converts instruction (lecture & laboratory) hours into equivalent U. S. Semester Units of Credit for all postsecondary/university-level courses

3c. Comprehensive Report (Course by Course) (Includes Grades) Suitable for: Further Education, Teacher Credentialing, Professional Certification with State Boards (except CA Board of Accountancy) ■ identifies and describes each transcript, grade report, examination record, marks sheet, certificate, diploma, or degree submitted for evaluation ■ identifies the institution(s) attended and location(s) ■ provides profile(s) on the institution(s) and programs(s) (institution status, entrance criteria, length of study) ■ recommends the U. S. educational equivalent of each level of study and credentials earned ■ provides a list of courses/subjects studied per academic year ■ converts instruction (lecture & laboratory) hours into equivalent U. S. Semester Units of Credit for all postsecondary/university-level courses ■ converts grades/marks/final examination results into equivalent U. S. grades of A, B, C, D, F for each course evaluated ■ calculates an overall Grade Point Average (G. P. A.) ■ identifies course levels in terms of lower/upper division/graduate/professional level for each post-secondary course evaluated

4. CREDENTIALS REQUIRED FOR EVALUATION

(WHAT DOCUMENTS DO I NEED TO SEND?) 4a. Educational Credentials

Educational Credentials required for evaluation include the following: (Do not fax or email documents)

📄 Transcripts

Two (2) complete sets of Student's permanent academic record (transcripts/report cards/examination statements/marks sheets) showing subjects or courses studied per each academic term/year with hours of instruction [lecture/laboratory/credits/units] and final examination results/grades/marks issued by the institution(s). (See Section 4b.)

Certificate/Diploma/Degree/Professional License Proof of graduation (if a program of study/training has been completed) in the form of a Certificate of Graduation, Matriculation Certificate, External Examination Certificate, Diploma, Degree, or Professional License is to be submitted. NOTE: ACEI will not evaluate Certificates/Diplomas/Degrees/Licenses without academic transcripts or examination certificates. (See Section 4b.) Translations 2 complete sets of translations for all academic documents issued in a language other than English must be translated into English and submitted.

Translations must be official or original, line-by-line, word-for-word and in the same format as the original-language documents prepared by a licensed translator. Official or original translations become the property of ACEI and will not be returned. NOTE: DO NOT SUBMIT ENGLISH TRANSLATIONS WITHOUT THE DOCUMENTS IN THE ORIGINAL LANGUAGE. EVALUATIONS ARE NOT BASED ON TRANSLATIONS ALONE. Syllabus Course descriptions/syllabus are not required, but may be requested by ACEI if academic documents lack complete information on subject titles/content and/or instruction hours.

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Course syllabus become the property of ACEI and will not be returned. NOTE: DO NOT SUBMIT SYLLABUS UNLESS REQUESTED BY ACEI. (See Section 4b.)

Proof of Name Change In the event your name has changed (through marriage, citizenship, etc.); please provide a copy of legal proof of name change (e. g. copy of marriage certificate, naturalization certificate, or other legal documents).

4b. Options ACEI accepts academic documents submitted as follows: a. Original Documents Original academic documents accompanied by two (2) sets of clear, legible and full-sized photocopies (front and back). Otherwise, you will be assessed 0. 75 per page for copying. Photocopies become the property of ACEI. Original documents will be returned to the applicant at the completion of the evaluation, if requested in writing. b. Official Documents Official academic documents (2 sets) issued by the institution(s) of study. Official documents become the property of ACEI and will not be returned. c. Notarized/Certified True Photocopies of Academic Documents (2 complete sets) [Please contact ACEI for more information to see if you qualify for this option]. Notarized/Certified True photocopies of academic documents become the property of ACEI and will not be returned. NOTE #1: Academic documents of undergraduate (1 degree) studies must be provided for evaluation with any postgraduate/Master's and graduate/doctoral degree studies that are to be evaluated.

NOTE #2: Doctorate (Ph. D.) degree studies must be supported with an abstract (summary) of the doctoral dissertation/thesis as well as academic documents (transcripts and degree) supporting ALL previous education (e. g. undergraduate Bachelor's and graduate Master's as noted #1). NOTE #3:

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ACEI may request evidence of high school/secondary education documents. Leaving certificates from select th countries (e. g. Denmark, Norway, Sweden, Germany: Abitur 13 year, Switzerland: Federal Maturity Certificate; UK/Singapore/Sri Lanka: GCE Advanced levels, France/Senegal/Cameroon: Baccalaureat with releve des notes; Italy: Maturita with pagella scolastica; Hong Kong: HKALE, to name a few) must be provided for advanced standing credit consideration. NOTE #4: Oversized/extra-large original documents (e. g. diplomas/certificates/degrees/transcripts) will require additional fee for return mail. Applicants will be notified of the additional postage fee once documents and application are on file. 4c. Other ACEI reserves the right, at any time during the evaluation process, to request additional documents or original credentials or to verify studies with the institution(s) attended. st

5. FEES

(HOW MUCH DOES IT COST?) 5a. Evaluation Fees The evaluation fee for each type of report is based on the level of education completed and not the expected/anticipated outcome of the evaluation. The evaluation fee submitted for the report type selected provides one official report and one duplicate (unofficial) copy of the evaluation report. (The evaluation fee does not include mailing/postage cost.) BASIC REPORT (for employment [except teaching]/immigration/military enlistment) 🏠 High School/Secondary Education (only) 🏠 College/University Education st o Fee for 1 degree/credential st o Fee for each additional degree/credential (beyond the 1 degree/credential) COURSE REPORT (suitable ONLY for State of California Board of Accountancy) 🏠 College/University Education st o Fee for 1 degree/credential st o Fee for each additional degree/Credential (beyond the

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1 degree/credential) COMPREHENSIVE REPORT (for further education /teacher credentialing/professional certification) 🏠 High School/Secondary Education (only) 🏠 College/University Education st o Fee for 1 degree /credential st o Fee for each additional degree/credential (beyond the 1 degree/credential)

\$100. 00 \$100. 00 \$ 30. 00

\$150. 00 \$ 50. 00

\$180. 00 \$180. 00 \$ 90. 00

5b. Extra Official Report You may order additional official reports of the evaluation at the time of your application or after the evaluation has been completed 🏠 Cost for each extra official report at the time of application and evaluation: \$ 30. 00

5c. RUSH Service Payments for RUSH Service evaluations must be submitted by money order /cashier’s check /credit card. 🏠 🏠 🏠 One (1) Business Day Three (3) Business Days Five (5) Business Days \$250. 00 \$200. 00 \$150. 00

Do not send personal checks for RUSH Service evaluations. 5d. Mailing /Delivery Fees of Evaluation (REQUIRED) The evaluation fee does NOT cover the cost for mailing /delivery of the reports. If you do not provide the required mailing fee, you will be charged the First Class mailing fee of \$7 for each mailing address provided. The following mailing options are available:

🏠 🏠 🏠 🏠 🏠 🏠 🏠 First Class (domestic/US only) [per mailings] Air Mail (overseas/international) [per mailings] Priority Mail (domestic/US only) [per mailings] Overnight /Express (domestic/US only) [per mailings] Overnight

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/Express (overseas/international) [per mailings] Facsimile (FAX) [per mailings] (FAX transmission of official evaluation to school/college/university/licensing board/employer/attorney) Electronic Mail (Email) [per mailings] (Email transmission of official evaluation to school/college/university licensing board/employer/attorney) \$ 7. 00 min.* \$ 12. 00 min.* \$ 14. 00 min.* \$ 40. 00 min.* \$ 80. 00 min.* \$ 10. 00 \$ 10. 00

* Mailing and delivery fees listed are the minimum fees for each type of mailing. Certain delivery locations/oversized/extra-large original documents will require additional fees for return mail. Applicants will be notified of the additional postage fee once documents and application are on file. 5e. Copy Cost [cost per page] \$ 0. 75 NOTE: ACEI requires 2 complete sets of all academic documents. If you do not provide the required number of documents, you will be charged a photocopying fee of 75 cents per page. 5f. Methods of Payment Payment of fees must be made in U. S. dollars by PERSONAL CHECK, CASHIER’S CHECK, MONEY ORDER, OR INTERNATIONAL MONEY ORDER (drawn on a U. S. Bank), made payable to the Academic Credentials Evaluation Institute, Inc. or ACEI. We also accept the following credit cards: American Express, Discover, Master Card and Visa. (NOTE: All returned personal checks will be subject to a \$30 service /bank fee.) 🏠 🏠 🏠 DO NOT SEND CASH. FEES ARE NOT REFUNDABLE. FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Academic Credentials Evaluation Institute, Inc. P. O. Box 6908 Beverly Hills, CA 90212, USA Phone: 310. 275. 3530 Fax: 310. 275. 3528 <http://www.acei1.com> E-mail:

F o r A C E I u s e o n l y

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

APPLICATION FORM

Before completing this form, make sure that you have read ALL information provided in Sections 1-5. Please keep sections 1-5 for your records. Please PRINT or Type Clearly NOTE: Failure to provide complete information will delay the application process.

SECTION A. PERSONAL INFORMATION

A1. Name: (Last/Family Name) A2. Mailing Address: (Number & Street) (City)
A3. Telephone: () A4. Birth Date: (Month) A5. Have you ever applied to ACEI:
A6. Who referred you to ACEI? (Day) NO (Year) YES – If yes, when? (date))
Day time/Evening (State) () Fax# Country of Birth: E-mail (Zip/Postal Code)
(Apt./Flat/Suite#) (Country) (First Name) (Middle Name) Male Female

ACEI Ref. #:

SECTION B. ACADEMIC HISTORY

List ALL educational institutions attended and now attending, beginning with primary school (if additional space is needed, please use a separate sheet of paper and attach to this form). This section must be completed. Name of Institution(s) City/Country Dates of Attendance From/To Credential(s) Earned

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

SECTION E. TYPES OF EVALUATION REPORTS & ADDITIONAL SERVICES E1.

Evaluation Report: Please Check () to indicate selection of report: BASIC

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REPORT (suitable for employment/immigration/military enlistment) High School/Secondary Level Education (only) College/Unveristy Education: Fee for 1st degree/credential Fee for each additional degree/credential (specify # of credentials) COURS REPORT (suitable ONLY for California Board of Accountancy) College/Unveristy Education: Fee for 1st degree/credential Fee for each additional degree/credential (specify # of credentials) \$100. 00 \$100. 00 \$ 30. 00 \$ \$ \$ Enter Amount

COMPREHENSIVE REPORT [Course-by-Course with Grades & Course Levels] (suitable for further education/continuation of studies, teacher Certification, professional certification) High School/Secondary Level Education (only) College/Unveristy Education: Fee for 1st degree/credential Fee for each additional degree/credential E2. EXTRA OFFICIAL REPORT (optional) \$180. 00 \$180. 00 \$ 90. 00 \$ 30. 00 \$ \$ \$ \$

E3. RUSH SERVICE (optional, check only one) Payments for RUSH Service evaluations must be submitted by money order/cashier's check/credit card.
 One (1) Business Day \$250. 00 Three (3) Business Day Five (5) Business Day \$200. 00 \$150. 00

\$ \$ \$

E4. MAILING/SHIPPING/HANDLING DELIVERY (REQUIRED) Evaluation fee does NOT include the cost for mailing. Select a mailing option for each mailing address provided. First Class (domestic/US only) Air Mail (overseas/international) Priority Mail (domestic/US only) Courier/Express (domestic/US only) Courier/Express (overseas/international) E-mail (OFFICIAL evaluation, only to 3rd party) FAX (OFFICIAL evaluation, only to <https://assignbuster.com/academic-evaluation-form-essay-sample/>)

3rd party) (specify # of mailings) (specify # of mailings) (specify # of mailings) (specify # of mailings) (specify # of mailings) (specify # of mailings) (specify # of mailings) (specify # of mailings) (specify # of mailings) (specify # of mailings) x x x x x x x \$ 7. 00 \$ 12. 00 \$ 14. 00 \$ 40. 00 \$ 80. 00 \$ 10. 00 \$ 10. 00 TOTAL FEES E5. PAYMENT (REQUIRED) Select Method of Payment: Personal Check Debit Card (Visa/MasterCard) Cashier's Check American Express Money Order Discover MasterCard Visa \$ \$ \$ \$ \$ \$ \$ \$

For Credit Card Payments, please complete the following: Note: All credit/debit card payments will be assessed a 3% fee per transaction. Card Number: 3-digit code/CVVS [see back of card] Visa/MasterCard/Discover: Billing Address of Credit Card: Street / P. O. Box Card Holder's Name (please print): (First/Given Name) (Middle Name) (Last/Family Name) Apt./Suite# State Zip Code Country Expiration Date: Month 4-digit code [see front of card] American Express: / Year

I hereby authorize the Academic Credentials Evaluation Institute, Inc. (ACEI) to utilize my credit/debit card for the detailed billing (including an assessment fee of 3% per transaction) as noted on the ACEI Application for educational credentials evaluation. Signature: Date:

SECTION F. TERMS & CONDITIONS

1. Altered or Forged Academic Credentials An evaluation will not be 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/originals/official) become the property of ACEI. The institution, agency, or professional

licensing board 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 Courts. 3. Evaluation Results ACEI will not release the results of an evaluation on the telephone, email, or by facsimile (FAX) to the applicant. As indicated in Section 5 (Instructions), the fee for the evaluation covers one official report and one duplicate unofficial 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. Requests for review of the evaluation or questions concerning the evaluation submitted

after the two (2) months grace period will be subject to a \$50.00 review fee.

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 original application request are treated as new evaluations and full payment with a new application for 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 type of 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. A refund will be made only when an applicant has paid to ACEI more than the required cost of the evaluation. No refund will be issued when application is cancelled. See Terms & Conditions #11. Cancellation.

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 and fees have been received. See Terms & Conditions #5.

9. Verification of Educational Credentials ACEI reserves the right to verify documents submitted for evaluation with issuing institution(s).

10. Evaluation Expiration The evaluation report and any documents submitted with an application are kept at the ACEI archive for a period of three (3) years from the date it was completed. Requests for extra official reports of an evaluation

that is more the three (3) years old are subject to a new application and submission of credentials and fees for a new evaluation. 11. Cancellation No refunds will be made when an application is cancelled after the application form for evaluation has been submitted and a case file has been opened.

Please check box:

I have read and agree to the Terms and Conditions listed in Section F.

SECTION G. CERTIFICATION BY APPLICANT/AGENT REPRESENTING APPLICANT

G1. I certify that, to the best of my knowledge, all the information provided in this form is true, complete and correct. G2. I certify that I have read Sections 1 through 5 of INSTRUCTIONS and TERMS & CONDITIONS of Academic Evaluation as posted above and/or under Services: Academic Evaluation and agree to the terms stated herein. G3. I understand that the evaluation prepared by ACEI is advisory and not binding upon any individual, institution or agency that uses it and release ACEI from any liability for damages resulting from the use of the evaluation report. G4. I understand that, once this application is submitted, there are no cancellations and all fees are non-refundable. (Name, Printed) (Signature) (Date)

CHECKLIST Before submitting your application to ACEI, please answer the following questions: Have you read the instructions and information on the ACEI application? Have you completed and signed the ACEI application? Have you sent in all your educational credentials? (two [2] complete sets) Have you provided certified English translations of all your educational credentials? (two [2] complete sets) Have you enclosed the applicable fee? NOTE: To avoid any delays in the processing of your evaluation, the application must be completed in full, signed and dated.

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