



# *Bruscan Educational Information Services*

3317 Finley Road, Suite 214, Irving, Texas 75062, USA  
Tel: (214) 693 3869; Fax: (972) 887-3642 Email: info@bruscan.com web: [www.bruscan.com](http://www.bruscan.com)

## APPLICATION FOR FOREIGN CREDENTIALS EVALUATION

**Important:** Please read the application instructions carefully and print legibly. Application will not be processed without properly completed, signed and all the required service fees and educational records received. All documents submitted become the property of Bruscan Educational Information Services and are subject to verification from the issuing institution. **\*\*PLEASE DO NOT FAX documents\*\***

### **1. PERSONAL DATA: (Please enter your name as shown on your government issued identification)**

Legal Name: \_\_\_\_\_  
(First) (Middle / Other Names)

\_\_\_\_\_  
(Last /Surname) (Maiden Name)

Enter Name as shown on Academic Records, if different from above:

Legal Name: \_\_\_\_\_  
(First) (Middle / Other Names)

\_\_\_\_\_  
(Last /Surname)

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Place of Birth: \_\_\_\_\_  
(City) (State) (Country)

Nationality: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

Home Address or Permanent Home Address:

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Country) ( Zip Code)

Mailing/Correspondence Address (If different from above address):

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Country)

\_\_\_\_\_  
( Zip Code)

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Have you ever applied for evaluation through us? Yes\_\_ No\_\_

If yes, give Application/Reference ID: \_\_\_\_\_

How did you learn about our services? (Please check all that apply)

Web\_\_ Advertisement\_\_ Friend\_\_ Family\_\_ Immigration (USCIS): \_\_\_\_\_

School/College/University\_\_\_\_ (please give name): \_\_\_\_\_

State Licensing / Certification Board\_\_\_\_ (please give name): \_\_\_\_\_

Other (please specify): \_\_\_\_\_

## 2. EDUCATIONAL DATA

List all Secondary/High Schools, Universities/Colleges attended and/or presently attending with degree(s) earned or expected (Most recent first, including exact dates):

Name of School/ Institution Attended ( <b>Do Not Abbreviate</b> )	Location (City & Country)	Dates Attended (From - To) (Month & Year) To Month & Year	Name of Certificate/ Degree/Diploma Earned	Graduation Date Month & Year	Major / Program of Study

## 3. PURPOSE OF EVALUATION (Check all that apply):

Further Education (Undergraduate transfer/Graduate)\_\_\_\_ Immigration\_\_\_\_ Employment\_\_\_\_

Licensing/ Certification\_\_\_\_ Military\_\_\_\_

**4. EVALUATION REQUESTING & APPROPRIATE FEES (Check one):**

General Evaluation/Basic statement of comparability	\$75
Course-by-Course Evaluation	\$125
Comprehensive Evaluation (Detailed Course-by-Course with Grades and GPA)	\$155
Comprehensive Evaluation with Detailed Work Experience **	\$350

\*\* Suitable for Immigration (H1B Work Visa or Permit), Professional licensure or Certification

Credential Evaluation Timeframe: **10 Calendar days**

**Additional Services (Optional). Fees quoted below are in addition to the fees above**

1-Day Rush Service (Within 24 hrs. – General Evaluation/Basic Statement of Comparability)	\$180
1-Day Rush Service (Within 24hrs. -- Course-by-Course and Comprehensive Evaluation)	\$225
5 Working Days Rush Service for Credential Evaluation	\$75
7 Working Days Rush Service for Credential Evaluation	\$60

**Extra Copy of Evaluation Report (Request at the Time of Evaluation or At a Later Date)**

Extra Copy of Evaluation Report \$20 per copy

**Mailing & Postage Options (Optional)**

United States Postal Services (USPS) Regular First Class Mail (Delivery timeframe varies)	Free
United States Postal Services (USPS) Priority Mail (3-5 Business Days)	\$10
USPS Express or Courier Delivery (Within US & Canada Next Day)	\$30
USPS Express or Courier Delivery (International/Worldwide Destinations)	\$75
FedEx/ UPS/ DHL Courier Delivery options (Worldwide) <b>**Please call for price details**</b>	

**Document Translation Fees**

All Languages \$50 per page

**TOTAL Fees: \$ \_\_\_\_\_**

**\*\*\*ALL fees paid are non-refundable. All fees are subject to change without notice\*\*\***

**Note: All evaluation report includes two (2) copies. One copy is for the applicant, and one copy is for the recipient. The reports are sent via USPS Regular First Class Mail unless Express or Courier option is selected. The Evaluation report is valid for Five (5) years from the date of issue.**

**5. METHOD OF PAYMENT (All payment in US dollars only)**

We accept Money Order or Certified Check drawn on a US bank made payable to **Bruscan Educational Information Services**. We accept Debit/Credit Card: Visa, MasterCard, Discover, American Express (circle one)  
Card details:

Name on card: \_\_\_\_\_

Credit card #: \_\_\_\_\_ Exp date: \_\_\_\_ / \_\_\_\_ CVV: \_\_\_\_\_

Billing address of credit card: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## 6. DOCUMENTS REQUIRED FOR EVALUATION:

1. A completed, signed and dated Application for Evaluation.
2. Appropriate payment.
3. Submit photocopy, official or certified copies of the original secondary school and all Post-secondary (University) records. All academic records (transcripts, mark sheets, examination results, diploma, certificates) for secondary and post-secondary must be provided, if applicable.
4. Submit official syllabi or course description for all post-secondary (university) academic work completed, resume/CV, list of research publication for course-by-course or detailed evaluation.
5. Documents that are not in English must be translated. Contact us if you need translation.
6. Altered or forged documents will not be returned and all fees paid will not be refunded.

**Please send completed evaluation reports to:**

**A. Institution/Employer/Agency Name & Address:** \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Country)

\_\_\_\_\_  
(Zip Code)

**B. Institution/Employer/Agency Name & Address:** \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Country)

\_\_\_\_\_  
(Zip Code)

## 7. APPLICANT'S CERTIFICATION

I certify that all the information furnished on this application is accurate and complete. I have read and understood the instructions and conditions provided in this application and hereby agree to the terms. All the required information has been provided to the best of my knowledge. All documents submitted for evaluation are certified official or certified true copy. I understand that the evaluation report is advisory and not binding upon any agency or institution that uses it. I therefore release Bruscan Educational Information Services and its officers from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation. I authorize the institutions that I have attended to release information to BEIS.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All documents must be sent to the following address:

**Bruscan Educational Information Services  
3317 Finley Road, Suite 214  
Irving, Texas, 75062  
USA**