



Bruscan Educational Information Services

600 E John W Carpenter Frwy., Suite 351, Irving, Texas 75062, USA
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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) Apt#: _____

(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 (Do Not Abbreviate)	Location (City & Country)	Dates Attended (From - To) (Month & Year) To Month & Year	Name of Certificate/ Degree/ Diploma Received	Graduation Date Month & Year	Major / Program of Study

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

Further Education: _____

Employment: _____

Immigration: _____

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
*For Cosmetology/Barber License ** For Teacher/Accounting/Nutrition Licensing/Certification	

Credential Evaluation Timeframe: 10 Calendar days (Longer for Document Verification)

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) **Please call for price details**	

Document Translation Fees

All Languages @ \$50 per page No of Pages: _____

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)

Contact Name & Email:

B. Institution/Employer/Agency Name & Address: _____

(Street Address)

(City)

(State)

(Country)

(Zip Code)

Contact Name & Email:

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: _____

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