



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

DOCUMENTS REQUIRED FOR EVALUATION:

1. A completed, signed and dated Application for Evaluation.
2. Academic records (e.g. transcripts, mark sheets, examination results, diploma, certificates) for secondary and post-secondary, if applicable.
3. Government issued Identification (e.g. Drivers License, Passport, etc.)
4. Documents that are not in English must be translated. Contact us if you need translation.
5. Appropriate payment.

Please Note: Altered or forged documents will not be returned and all fees paid will not be refunded.

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)

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 _____ Country of Birth: _____
(City, State, Zip)

Nationality: _____ Gender: ☐ Male ☐ Female ☐ Other

Home/Mailing Address (Specify if outside the United States):

(Street Address) Apt#: _____

(City) (State) (Country) (Zip Code)

Tel: _____

Email: _____

Have you ever applied for evaluation through us (Please check)? ☐ 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): _____

☐ Employer (please specify): _____

☐ Other _____

2 EDUCATIONAL DATA (DO NOT ABBREVIATE)

A List High School/Secondary School/Higher Secondary Schools/Grammar School attended and/or presently attending with diploma earned or expected (Most recent first, including exact dates):

<u>Name of School</u> (Do Not Abbreviate)	<u>Location</u> (City & Country)	<u>Dates Attended</u> (MM/YY-MM/YY)	<u>Graduation Date</u> (Month, Day & Year)	<u>Certificate/Diploma</u> <u>Received</u>

B List all higher Education (Beyond High School) including University/College/Polytechnic/College of Education attended and/or presently attending with degree(s) earned or expected (Most recent first, including exact dates):

<u>Name of School</u> (Do Not Abbreviate)	<u>Location</u> (City & Country)	<u>Dates Attended</u> (MM/YY-MM/YY)	<u>Graduation Date</u> (Month, Day & Year)	<u>Degree</u> <u>Received/Earned</u>

3 PURPOSE OF EVALUATION (CHECK ALL THAT APPLY):

☐ Further Education ☐ Employment ☐ Immigration ☐ Licensing/Certification ☐ Military ☐ Other

4 EVALUATION REQUESTING & APPROPRIATE FEES

A Type of Evaluation (Please check one)

- ☐ \$95 General Evaluation / Document-by-Document / Statement of Comparability
- ☐ \$155 Course-by-Course Evaluation without GPA
(For: Cosmetology / Barber / Massage Therapist Licensing)
- ☐ \$195 Detailed Course-by-Course Evaluation with Grades and GPA
(For: College / University Credits Transfer / Employment)
- ☐ \$245 Comprehensive / Detailed Course-by-Course Evaluation with Grades and GPA
(For: Teacher / Accounting / Nutrition Licensing / Certification)

Additional Education Credentials Add \$49 for each additional credential Specify number

Credential Evaluation Timeframe: 14-21 Calendar days

(Please note evaluation timeframe varies for document verification and document translation)

B (i) Expedited Service (Choose One)

- Add ☐ \$245 1-Day Rush Service
- Add ☐ \$195 5-Day Rush Service
- Add ☐ \$95 7-Day Rush Service

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

- Add ☐ \$30 per copy Electronic Copy
- Add ☐ \$45 per copy Paper Copy

C Document Translation Fees

All languages are \$50 per page

Language: _____
From _____ To _____

Total number of pages _____ Amount \$ _____

D Mailing & Postage Options (US Addresses Only)

- Add ☐ \$5 United States Postal Services (USPS) Regular First Class Mail with no tracking (Delivery Timeframe Varies)
- Add ☐ \$20 United States Postal Services (USPS) Priority Mail with tracking (3-5 Business Days)
- Add ☐ \$40 USPS Express or Courier Delivery with tracking (Within US)
- Add ☐ \$60 USPS Express or Courier Delivery with tracking (Within Mexico & Canada)

International Postage (For Mailing Outside the US)

- Add ☐ \$15 USPS First Class Mail with no tracking
- Add ☐ \$60 USPS Express Mail or Courier Delivery with tracking (Within Mexico & Canada)
- Add ☐ \$145 USPS Express Mail with tracking
- Add ☐ \$195 FedEx / UPS / DHL Courier Delivery with tracking

Add Sections A, B (i) & (ii), C, & D

Total: _____ ³

5 RECIPIENT OF EVALUATION REPORT

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: _____

6 METHOD OF PAYMENT (All payment in US dollars only)

We accept all major Debit/Credit Cards: Visa, MasterCard, Discover, American Express. We also accept Money Order or Certified Check drawn on a US bank made payable to **Bruscan Educational Information Services**. We accept Zelle transfer (Ask us for the Zelle info). We do NOT accept personal checks.

Card Details:

Name on card: _____

Credit card #: _____ Exp date: ____ / ____ CVV: _____

Billing address of credit/debit card: _____ Apt#: _____
(Street Address)

(City) (State) (Country) (Zip Code)

Signature _____ Date: _____

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: _____