



Application Form

ACREVS Inc.

Academic & Credential Records, Evaluation & Verification Service
1776 Clear Lake Ave., Milpitas, CA 95035-7014
Phone: 408 719 0015 / 866 583 4834

Please PRINT:

1. NAME (for evaluation report): _____
Given/First Name Middle Name Last/Family Name

2. Mailing Address: _____

3. Phone: Cell/Mobile: _____ Home: _____ Work: _____

4. email address: _____

5. Check here if you want the evaluation report to be sent to an address different than your mailing address (e.g. CPA Board):

6. Have you submitted an application to us before: No Yes, if Yes, date: _____ File # _____

7. How did you hear about us?

- Friend/Relative Name of Individual _____
- College/University Name of Individual, College/University _____
- Attorney Name of Attorney, Firm: _____
- Web website/search engine: _____
- Licensing Board Name of Individual//Board: _____
- Other Information _____

8. Services Needed

<u>Primary Services</u>	<u>Additional Services</u>	<u>Rush Services</u>	<u>Profession Services</u>
A <input type="checkbox"/> \$ _____	G <input type="checkbox"/> \$ _____	M <input type="checkbox"/> \$ _____	R <input type="checkbox"/> \$ _____
B <input type="checkbox"/> \$ _____	H <input type="checkbox"/> \$ _____	N <input type="checkbox"/> \$ _____	S <input type="checkbox"/> \$ _____
C <input type="checkbox"/> \$ _____	I <input type="checkbox"/> \$ _____	O <input type="checkbox"/> \$ _____	<u>Translation Services</u>
D <input type="checkbox"/> \$ _____	J <input type="checkbox"/> \$ _____	P <input type="checkbox"/> \$ _____	T <input type="checkbox"/> \$ _____
E <input type="checkbox"/> \$ _____	K <input type="checkbox"/> \$ _____	<u>Secondary Services</u>	U <input type="checkbox"/> \$ _____
		X <input type="checkbox"/> \$ _____	V <input type="checkbox"/> \$ _____
		Y <input type="checkbox"/> \$ _____	
TOTAL: \$ _____			

9. To pay by credit card please fill in this information: VISA MasterCard

Credit card #:	Expiration date:
Name on Credit card:	Signature of cardholder: (required)
Credit card billing address: (If different than mailing address above)	

For Official use only: (Do not enter anything here)		
File # _____	Date Received: ____ / ____ / ____	Verifier/Evaluator: _____
Amount Received: _____	Mode of Payment: _____	

Final Checklist

Please ensure the following accompany the completed application form:

- Academic records
- Translations (if applicable)
- Photocopies of all original documents submitted (including translations)
- Payment: cash, check, cashier's check, money order or credit card

Terms and Conditions

1. **Advisory** – The evaluation reports prepared by ACREVS Inc. are advisory in nature and in no way limit an agency or institution in making its own determination as to the level of education and allocation of credit to be allowed for the foreign credentials. ACREVS Inc. is not liable for consequential damages if the desired equivalency is not recommended.
2. **Agency Criteria** – Any questions concerning specific requirements and procedures for licensure, employment, or admissions criteria should be addressed by the applicant to the appropriate licensing board, agency or institution.
3. **Altered or Irregular Documents** – If forged, altered, or falsified documents are submitted to ACREVS Inc., the request for evaluation will be immediately cancelled. All documents (original and photocopies) become the property of ACREVS Inc.. No refund will be issued. The information will be made available to the appropriate persons (academic institutions, government agencies, professional organizations and other evaluation services).
4. **Applicable Law** – In the event of any disputes between the applicant and ACREVS Inc., such disputes shall be governed by California law and shall be subject to the jurisdiction of the Santa Clara County courts.
5. **Correspondence** – Changes to an application must be submitted in writing. Once the evaluation is completed, applicants have 60 days from the date of issue of the evaluation report within which to raise any questions concerning its content. Thereafter, the file will be closed. Mail the updates and/or questions to ACREVS Inc's customer service department at the office address.
7. **Damaged or Lost Documents** – Original documents submitted by the applicant are returned by a secure mailing service. While every effort is made by ACREVS Inc. to ensure the proper handling of educational documents, ACREVS Inc. accepts no liability related to the loss or damage of documents.
8. **Limited Liability of Service** – While every effort will be made to complete the evaluation in approximately 3 to 4 weeks, ACREVS Inc. cannot guarantee processing times and assumes no liability related to the delay of an evaluation report. ACREVS Inc. shall not be responsible for any incidental or consequential damages that an applicant may incur if the educational equivalency anticipated by the applicant is not issued. ACREVS Inc. shall not be liable for any damages resulting from the use of the evaluation report.
9. **Reassessment of Equivalencies** – ACREVS Inc. bases its evaluation analysis on the best information available to professionals in applied comparative education in the United States at the time when the evaluation is made. When additional information becomes available, ACREVS Inc. reserves the right to reassess educational equivalencies. When copies of an evaluation report are requested at a later time, ACREVS Inc. has no obligation to review or revise the report in accordance with any changes that may have occurred.
10. **Re-Evaluation Request** – Evaluations based on documents not submitted with the original request are considered to be new evaluations, and a second payment of the standard fee is required. The amount paid for any previous evaluation report is not credited against the charge for a re-evaluation.
11. **Refunds** – No refunds will be issued once an application has been submitted, even if the applicant disagrees with the evaluation.
12. **Verification** – ACREVS Inc. reserves the right to contact educational and governmental institutions/agencies for additional information and/or verification of the authenticity of the credentials submitted, including, but not limited to, sending copies of credentials to the institution.
13. **Note** – ACREVS Inc. reserves the right to refuse service to anyone.

Mailing Address:

**ACREVS Inc.
1776 Clear Lake Ave.,
Milpitas, CA 95035-7014**

**Phone: 408 719 0015
866 583 4834 (toll free)**

**email: info@acrevs.com
website: <http://www.acrevs.com>**

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For detailed Description and Pricing please see the website

<u>PRIMARY SERVICES</u>	<u>ADDITIONAL SERVICES</u>
<u>Service Code A</u> \$ 155 A General Documents Evaluation provides an evaluation of foreign academic credentials to determine the highest educational equivalent within the U.S. educational system	<u>Service Code G</u> \$ 25 Extra copy ordered at the time of the original application
<u>Service Code B</u> \$ 95 A course-by-course evaluation includes an evaluation of post secondary courses. It details the subjects covered on transcripts. It includes a conversion of the foreign grading scale and credit system into the U.S. 4.0 Grading scale; up to 2 degrees & 55 courses (2 nd B required for additional degrees/subjects)	<u>Service Code H</u> \$ 35 Extra copy ordered later on after the evaluation is completed
<u>Service Code C</u> \$ 35 This service provides a U.S. grade point average (GPA) on a 4.0 scale	<u>Service Code I</u> \$ 20 Return of your educational records and evaluation by courier/express mail. U.S. only
<u>Service Code D</u> \$ 35 This is the application fee	<u>Service Code J</u> \$ 60 Return of your educational records and evaluation by courier mail. Outside of U.S.
<u>Service Code E</u> \$ 145 High School Evaluation only	<u>Service Code K</u> \$ 55 30 minute personal consultation appointment, prior to evaluation service. Service is not available at all facilities.
<u>RUSH SERVICES</u>	<u>TRANSLATION SERVICES</u>
When ordering RUSH service, ALL fees (regular + Rush fees must be paid by Cash, money order or cashier's check.)	<u>Service Code T</u> \$ 25 Translation of supporting documents (e.g. Diploma, degree Certificate, etc). This translation is used internally for evaluation purposes only.
<u>Service Code M</u> \$ 245 1 Day Rush service (confirm availability)	<u>Service Code U</u> \$ 95 Translation of transcripts and mark sheets (1 fee for every 55 subjects/courses).
<u>Service Code N</u> \$ 145 2 Days Rush service (confirm availability)	<u>Service Code V</u> \$ 50 Verification of a translation done by a translator outside the U.S. only applicable in certain cases.
<u>Service Code O</u> \$ 85 5 Day Rush service	<u>SECONDARY SERVICES</u>
<u>Service Code P</u> \$ 45 10 Day Rush service	<u>Service Code X</u> \$ 50 Revision of a prior evaluation (e.g. name change, purpose of evaluation).
<u>PROFESSION SERVICES</u>	<u>Service Code Y</u> \$ 60 Minimum cancellation fee. If the evaluation process has already begun then the fee will be higher, up to the entire fee amount
<u>Service Code R</u> \$ 115 Education Evaluation for U.S. Immigration and Naturalization Service for various U.S. Visa types.	
<u>Service Code S</u> \$ 65 Nursing Verification Fee. Required for Nursing Evaluations only.	

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