	Academic	ACREVS Inc nic & Credential Records Evaluation & Verification Servic 1798 Clear Lake Ave. Milpitas, CA 95035-701 Phone: 408 719 0015; www.acrevs.co			
Please PRINT:					
1. NAME (for	Given/First Name	Middle Name	Last/Family Name		
2. Mailing Address:					
3. Phone: Cell/Mobile:	Home: _		_ Work:		
4. email address:					
<ul> <li>6. Have you submitted an</li> <li>7. How did you hear about</li> <li>Friend/Relative</li> <li>College/University</li> <li>Web</li> </ul>	application to us before: ☐No ☐Ye t us? Name of Individual Name of Individual, College/Univ website/search engine:		File #		
<ul> <li>Licensing Board</li> <li>Other</li> </ul>	Name of Individual//Board: Information				
8. <u>Services Needed</u>					
Primary Services	Extra Copy/Mailing	Rush Services	Translation Service		
A <b></b> \$	G <b></b> \$	M🔲 \$			
в□\$	Н□\$	N 🔲 💲			
c□\$	I 🛄 \$	○□\$			
D <b></b> \$	J 🗖 \$	P 🔲 \$	_		
E <b></b> \$	Additional: Profession	Services	Revision/Cancellation		
	R 🔲 \$		×□ \$		
	s 🗖 \$		Y 🗆 \$		
TOTAL: \$					
9. Payment:	VISA debit	MasterCard debit	Check / Money Order		
To pay by debit card pleas	se fill in this information:	Expiration data			
Debit Card #:		Expiration date:			
lame on Debit card: Debit card billing address: If different than mailing ad	dress above)	Signature of cardholder: (required)			
	For Official use only: ([	Do not enter anything here)			
e#	_ Date Received: / /	Verifier/Evaluator:			
nount Received:	Mode of Pay	ment:			

## **ACREVS Inc.**

Academic & Credential Records Evaluation & Verification Service
1798 Clear Lake Ave. Milpitas, CA 95035-7014
Phone: 408 719 0015; www.acrevs.com

10. NAME (for evaluation report):	Given/First N	Name	Middle Name		Last/Family Nam	e
11. OTHER NAME (that a on educational records;		Given/First Nam	e Middle N	ame	Last/Fa	amily Name
12. You are: Male	Female 13.	Date of birth: _	(Month/Day/Year	Birth:	City	Country
14. Social Security Numb	oer (for <u>Professional</u>	Evaluation)				
15. Purpose of Evaluation	<u>ı:</u>					
Admission to an Educa	tional Institute:	Name, City, Sta	ate (if known)			
Employment: Nam	e of Individual/Com	pany (if known)				
Immigration; What Ty	pe of VISA are you	applying for?: _				
Professional License:	Teaching Cr	redential;	Accountancy;	Barber/Cosmo;	Other:	
			In what St	ate are you applying	for this Professio	nal License?

16. List all educational institutions you have attended or are attending, including secondary school. Include the name of each certificate/diploma as it appears on your document(s). Use separate sheet if necessary - **PLEASE FILL IT OUT CAREFULLY** 

Level of Education	Name of Institution	City/Country	Date Entered Mo/Yr.	Date Departed Mo/Yr.	<b>Exact</b> Name of Diploma/ Degree Awarded + Date English <b>&amp;</b> Original language	Length of Program in years

1. I hereby certify that the information provided on this application is true, accurate and correct. 2. I understand that the information provided by ACREVS Inc. on this application and/or its website is subject to change at any time. 3. I acknowledge that the evaluation report, based on ACREVS Inc. research, may differ from my own interpretation or that provided by another party. 4. I understand that the evaluation reports prepared by ACREVS Inc. is advisory in nature and are not binding upon any agency, institution or organization, which may or may not use them. I also understand that ACREVS Inc. assumes no liability for consequential damages when the desired equivalency cannot be recommended. 5. I release ACREVS Inc. from any liability for damages to or loss of any documents submitted. 6. I release ACREVS Inc. for any and all costs, including legal expenses, which may incur as a result of any claim that I (or anyone having any interest in my earnings or services) may make, based on the recommended equivalency. 8. I certify that I have read the instructions, and "Terms and Conditions" and that I understand and agree to the terms stated therein. 9. I hereby authorize the release of this evaluation to the party/parties listed in this application form. I understand that if false information or forged, altered, or falsified documents are submitted to ACREVS Inc. at any time, no evaluation report will be prepared, no refund will be made, the designees for copies of the report will be notified, and the information will be shared with academic institutions, government agencies, professional organizations and other evaluation services.

This application creates a contract between ACREVS Inc. and the person who has signed the application. If the signer is not the person whose educational credentials are being submitted for evaluation, the act of signing certifies that the signer is acting on behalf of the person whose educational credentials are involved, and has the authority to do so.

Signature of Applicant\_

Other

Date:

Final Checklist

Please ensure the following accompany the completed application form:

 Translations (if applicable)
 Photocopies of all original of
 Name Chapter 2 Academic records - ORIGINALS

Photocopies of all original documents submitted (including translations), made on regular size paper (8.5" x 11")

Name Change Document (copy only); e.g. Marriage Certificate, pages of Passport, etc.

Payment: check, cashier's check, money order or debit 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 30 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 and no discussion/updates/changes will be entertained.. 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 6 weeks (may be longer), 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. Payment Issues - e.g. bounced check/payment card - \$ 95 charged per incident

14. Extra Copy - ACREVS reserves the right not to issue extra copy of the evaluation report

15. Note - ACREVS Inc. reserves the right to refuse service to anyone.

## **ACREVS Inc.**

PRIMARY SERVICES		EXTRA COPY/MAILING	
Service Code A General Evaluation: provides an evaluation of foreigr academic credential to determine the highest education		Service Code F Laminated Document(s) /Document copies	\$ 25
equivalent (of the degree(s)), within the U.S. educational system		Service Code G Extra Copy at the time of initial evaluation	\$ 55
Each Additional Credential - same country	\$ 65	Service Code H	\$ 95
Service Code B Add-on Service to General Evaluation: Course-by-Course (Detail) Evaluation: Evaluation of	<b>\$ 95</b> tertiary	Extra Copy ordered after initial evaluation (included wit copies of Documents & mailing)	
education courses. Includes conversion of foreign gra and credit system into the U.S. 4.0 Grading scale. (up to 40 courses & no failed cours	ses)	Service Code I Mailing: Return of documents/evaluation or mailing to party/board/institution	<b>\$ 25</b> 3 <sup>rd</sup>
(second Service "B" for additional or failed courses) Additional Credential	Each <b>\$ 95</b>	Service Code J (estimate only) Mailing documents outside of U.S.	\$ 95
Service Code C (per credential) Add on to Service Code B: This service provides a U.S. grade point average (GPA) on a 4.0 scale	\$ 35	TRANSLATION SERVICES	
Service Code D Application fee (for all applicants)	\$ 35	<u>Service Code T</u> Translation of supporting documents (e.g. Diploma, de Certificate, etc). This translation is used internally for evaluation purposes only	<b>\$ 35</b> egree
Service Code E In person Service: Documents Review; or Drop off; o	<b>\$ 35</b> or Pick-up	Service Code U Translation of transcripts/ mark sheets (1 fee for every subjects/courses). This translation is used internally fo evaluation purposes only	
		Service Code V Verification – online verification or translation verification done outside the U.S.	<b>\$ 50</b> on
RUSH SERVICES		REVISION/CANCELLATION	
When ordering RUSH service, ALL fees (regular + R must be paid by money order or cashier's check (doe day submitted & delivered)			\$ 90
<u>Service Code M</u> 1 Day Rush service (confirm availability)	\$ 245	purpose of evaluation) Major Revision: + Additional Services reg	\$ 90
<u>Service Code N</u> 2 Days Rush service (confirm availability)	\$ 145		\$ 150
Service Code O 5 Day Rush service	\$ 95	Minimum cancellation fee. If the evaluation process ha already begun then the fee will increase, up to the entir amount	IS
<u>Service Code P</u> 10 Day Rush service	\$ 55	Service Code Z Storage – Report not picked up within 2 weeks (charge every 30 days or part thereof)	<b>\$ 50</b> e for
		NOTE: If Fraudulent documents are submitted ther	
ADDITIONAL: PROFESSION SERVICES		Evaluation will NOT be done and no portion of the be refunded	Tees Will
Service Code R \$65 Incomplete or Non-traditional credential (e.g. non- B.A, M.A., PhD); or credential where subject names not listed in line with		Mailing Address:	
grades/units		ACREVS Inc. 1798 Clear Lake Ave.	
<u>Service Code S</u> Additional Fee for Professional License Purpose OR training/internships/etc. as part of curriculum	\$ 65	Milpitas, CA 95035-701	14
		Phone: 408 719 0015 email: info@acrevs.co	m