

Final Checklist

Please ensure the following accompany the completed application form:

- Academic records - ORIGINALS
- Translations (if applicable)
- 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.

<u>PRIMARY SERVICES</u>	<u>EXTRA COPY/MAILING</u>
<p>Service Code A \$ 165 <i>General Evaluation:</i> provides an evaluation of foreign academic credential to determine the highest educational equivalent (of the degree(s)), within the U.S. educational system Each Additional Credential - same country \$ 65</p> <p>Service Code B \$ 95 <i>Add-on Service to General Evaluation:</i> <i>Course-by-Course (Detail) Evaluation:</i> Evaluation of tertiary education courses. Includes conversion of foreign grading scale and credit system into the U.S. 4.0 Grading scale. (up to 40 courses & no failed courses) (second Service "B" for additional or failed courses) Each Additional Credential \$ 95</p> <p>Service Code C (per credential) \$ 35 Add on to <i>Service Code B</i>: This service provides a U.S. grade point average (GPA) on a 4.0 scale</p> <p>Service Code D \$ 35 Application fee (for all applicants)</p> <p>Service Code E \$ 35 In person Service: Documents Review; or Drop off; or Pick-up</p>	<p>Service Code F \$ 25 Laminated Document(s) /Document copies</p> <p>Service Code G \$ 55 Extra Copy at the time of initial evaluation</p> <p>Service Code H \$ 95 Extra Copy ordered after initial evaluation (included with verified copies of Documents & mailing)</p> <p>Service Code I \$ 25 Mailing: Return of documents/evaluation or mailing to 3rd party/board/institution</p> <p>Service Code J (estimate only) \$ 95 Mailing documents outside of U.S.</p>
<p style="text-align: center;"><u>RUSH SERVICES</u></p> <p>When ordering RUSH service, ALL fees (regular + Rush fees must be paid by money order or cashier's check (does not include day submitted & delivered)</p> <p>Service Code M \$ 245 1 Day Rush service (confirm availability)</p> <p>Service Code N \$ 145 2 Days Rush service (confirm availability)</p> <p>Service Code O \$ 95 5 Day Rush service</p> <p>Service Code P \$ 55 10 Day Rush service</p>	<p style="text-align: center;"><u>TRANSLATION SERVICES</u></p> <p>Service Code T \$ 35 Translation of supporting documents (e.g. Diploma, degree Certificate, etc). This translation is used internally for evaluation purposes only</p> <p>Service Code U \$ 110 Translation of transcripts/ mark sheets (1 fee for every 40 subjects/courses). This translation is used internally for evaluation purposes only</p> <p>Service Code V \$ 50 Verification – online verification or translation verification done outside the U.S.</p>
<p style="text-align: center;"><u>ADDITIONAL: PROFESSION SERVICES</u></p> <p>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 grades/units</p> <p>Service Code S \$ 65 Additional Fee for Professional License Purpose OR training/internships/etc. as part of curriculum</p>	<p style="text-align: center;"><u>REVISION/CANCELLATION</u></p> <p>Service Code X \$ 90 Minor Revision of a prior evaluation (e.g. name change, purpose of evaluation)</p> <p>Service Code Y \$ 150 Minimum cancellation fee. If the evaluation process has already begun then the fee will increase, up to the entire fee amount</p> <p>Service Code Z \$ 50 Storage – Report not picked up within 2 weeks (charge for every 30 days or part thereof)</p> <p>Major Revision: \$ 90 + Additional Services required</p> <p>NOTE: If Fraudulent documents are submitted then the Evaluation will NOT be done and no portion of the fees will be refunded</p>
	<p>Mailing Address:</p> <p>ACREVS Inc. 1798 Clear Lake Ave. Milpitas, CA 95035-7014</p> <p>Phone: 408 719 0015 email: info@acrevs.com</p>