



## **POLICIES AND PROCEDURES:**

- All evaluation reports prepared by IEE are based upon the most current information and research available. IEE uses all practical resources, placement recommendations and guidelines to form a basis for its interpretation and judgments. IEE does not guarantee that the applicant will agree with the evaluation report.
- IEE will not be liable for damages resulting from the loss or physical damage to the original documentation that may be requested by IEE.
- No evaluation report will be prepared if documents are suspected to be tampered or forged. Additionally, the documents become property of IEE. No refund will be issued and concerned parties will be notified.
- If documentation not included in the original application is submitted for evaluation to IEE, it is considered a new evaluation and payment of the evaluation fee is required. If an applicant requests to change a document by document evaluation report to a course by course evaluation report, the appropriate fee for the course by course report is required.
- IEE reserves the right to revise its reports as new information is issued and cannot guarantee that the applicant will agree with the evaluation report issued.
- All evaluation reports prepared by IEE are advisory in nature and are not binding upon any agency or institution.
- IEE reserves the right to refuse service to anyone.
- IEE accepts no liability regarding the loss or damage of documents. IEE will keep applications and accompanying documents submitted for evaluation and/or translation on file for one year.
- No refunds are issued once the application has been submitted, or when the necessary documentation is not provided. There will be no refund after a written evaluation report has been prepared.
- IEE conducts business via mail.
- IEE reserves the right to verify academic documentation submitted for evaluation with the issuing institution(s). IEE reserves the right to request original document(s) to be sent directly from the issuing institution(s).
- Any dispute that may occur between IEE and the applicant shall be governed by Florida law and subjected to the jurisdiction of the Miami-Dade County court system.
- All fees are payable in advance. All payments are payable in U.S. dollars by money order, check or credit card. If the money order or check is issued by a bank outside the U.S., it must have the printed name of the affiliated U.S. bank. For personal checks, please allow up to 10 business days to clear. Credit card payments are subject to a surge charge.
- IEE will not release any evaluation report or translation until proper payment has been received.
- Prices are effective as of January 1, 2018 and are subject to change at the discretion of IEE.
- Attorney/corporate clients with regular account activity will be billed on a monthly basis. All fees will be due upon receipt of the invoice. If there is no prior account balance, clients are allowed a grace period of 15 days from the date of the invoice to send their payment. Accounts that are late 30 days will be subject to account administration fee of \$15 per month. IEE reserves the right not to service an account that is late 60 days.
- Evaluation reports and documents are delivered to clients by first class mail service (U.S. only). The following delivery options are available for an additional cost.  

First Class Mail (no additional charge)	Priority Delivery (U.S. only): \$10	Express Delivery (U.S. only): \$30
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- If you disagree with the outcome of your evaluation, you 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). If you would like to have your file reviewed, please put your request in writing. Your request may be sent by regular mail or email ([info@iee-usa.com](mailto:info@iee-usa.com)). Please be sure to include your name and file number on all correspondence. Allow a minimum of 10 business days for your case to be reviewed. You will receive a reply in writing thereafter. Please understand there is no guarantee that any changes will be made to the existing evaluation report.

## **DOCUMENTATION REQUIREMENTS:**

Submit certified English translations of all documentation issued in a foreign language for evaluation.

### **Education Evaluation (document by document)**

- Completed and signed IEE application form.
- Certified copies of all original academic documentation – diplomas, certificates and/or transcript (indicating graduation date and major) with photocopies of English translations. All copies of academic documentation submitted for evaluation become the property of IEE.
- Certified copies of school transcripts (mark sheets) showing subjects studied, grades and credit hours earned for each course of study with photocopies of English translations. All copies of academic documentation submitted for evaluation become the property of IEE.

### **Course by Course Evaluation**

- Submit all documentation required above for **education evaluation**.
- Submit all available information such as a course catalog regarding program structure, course syllabus, grading scheme, and admission graduation requirements. **(Do not send this with your application. If it is needed, IEE will request it.)**

### **Professional Work Experience Evaluation**

- Submit all documentation required above for **education evaluation**. (Academic documents are only necessary if you have post-secondary education. Professional work experience evaluations can be performed without the educational evaluation based on the USCIS “three-for-one” rule.)
- Submit a detailed resume indicating each position held, listed chronologically, with a description of your job duties and responsibilities, including tools and skills used, start date and end date of each position and project, and employer's name and geographical location.
- Submit letter of employment from each employer, indicating job title, start date, end date, and job descriptions.
- Please contact IEE before submitting a work experience case in order to ensure that we have an expert available in the area in which the degree equivalency is sought. Indicate on the application form the type of field in which degree equivalency is sought.

***Request for additional documentation may be needed. IEE may request original documents to verify authenticity, which may be returned to the applicant if a self-addressed stamped envelope is included or if an appropriate U.S. postage fee is paid. An evaluation report cannot be prepared until all requested information and documentation has been submitted. If required documentation or information is missing from an application, the applicant will be notified in writing. The evaluation will only be completed after all required material is submitted to IEE.***