

**IEE**

Please read all pages before completing the application form. Send the application form (page 1 only) along with required documentation (see page 3) and payment to: **IEE, P.O. Box 545863, Surfside, FL 33154**. Please make your check or money order payable, in U.S. dollars, to **International Education Evaluators, LLC**.

If you have any questions, please contact us at (305) 503-9063 or e-mail us at [info@iee-usa.com](mailto:info@iee-usa.com).

## Application for Foreign Credentials Evaluation Report

(Application for Attorneys/Corporations)

**1. CLIENT INFORMATION**

Gender:  Male  Female Date of Birth:     /     /      
MM DD YYYY

Name: \_\_\_\_\_  
Last First Middle

Name as it appears on academic credentials: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Study: \_\_\_\_\_

Degree Sought: \_\_\_\_\_

Attorney/Corporate Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address City State ZIP Code

Telephone: (    ) -    Fax: (    ) -    Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Corporate Tax I.D.# \_\_\_\_\_

**2. SERVICES AND FEES****Document by Document Evaluation**

- 10 business days (\$50)  
 5 business days (\$70)  
 3 business days (\$90)  
 24-hour (\$120)  
 Same day (\$150)

**Professional Work Experience Evaluation**

- 10 business days (\$200)  
 5 business days (\$225)  
 3 business days (\$250)  
 24-hour (\$300)  
 Same day (\$350)

**Course by Course Evaluation**

- 10 business days (\$150)  
 5 business days (\$180)  
 3 business days (\$210)

**Additional Services**

- Translation Fee Estimate (FREE)  
 Equivalent Grade Point Average (\$30)  
 Upper/Lower Division Course Identification (\$40)  
 Verification of Authenticity (\$50)  
 Notarization Service (\$10 per document) \_\_\_\_ (How many)  
 Additional Copies (\$20 per copy if requested at the time of application) \_\_\_\_ (How many)

**3. MAILING**

Please send the evaluation report(s) by:

- First Class Mail (no additional charge)     Priority Mail (U.S. only): \$8     Express Mail (U.S. only): \$25

- For 24-hour service, the application form and all required documents must be received by 4:00 PM EST.
- For same day service, the application form and all required documents must be received by 10:00 AM EST.

Authorized signature: \_\_\_\_\_ Date:     /     /      
Printed Name MM DD YYYY

By typing my name above, I am submitting my electronic signature confirming that I have read the section on Policies and Procedures and agree with the terms and conditions stated therein.

*International Education Evaluators, LLC.*  
*P.O. Box 545863, Surfside, FL 33154, USA*  
*Tel: 305.503.9063 Fax: 305.993.5550*  
[www.iee-usa.com](http://www.iee-usa.com) E-mail: [info@iee-usa.com](mailto:info@iee-usa.com)

*Thank you for choosing IEE!*

## 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, 2015 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.

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| First Class Mail (U.S. only): no additional charge | Express Mail (U.S. only) \$25          |
| Priority Mail (U.S. only): \$8                     | International Courier Service: \$65    |
| Priority Mail (International): \$35                | First Class Mail (International): \$10 |
- 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.