

International Education Evaluators, LLC

Por favor lea todas las paginas antes de llenar este formulario de solicitud. Enviar el formulario (página 1 y 2 solamente) junto con la documentación requerida (ver página 4) y el pago a una de las siguientes direcciones:

Dirección postal (USPS): International Education Evaluators, LLC, P.O. Box 545863, Surfside, FL 33154.

Dirección de mensajería (UPS, DHL, FedEx, etc.): International Education Evaluators, LLC, 250 95th St., #545863, Surfside, FL 33154

Hacer el cheque o money order en dólares a nombre de **International Education Evaluators, LLC.**

Solicitud de Evaluación de Credenciales Académicas Extranjeras

1. DATOS PERSONALES

Sexo: Masculino Femenino Fecha de Nacimiento: _____

Nombre: _____
Apellido Primer nombre Segundo nombre/Apellido de soltera

Nombre como aparece en las credenciales Académicas: _____

Dirección: _____

Ciudad Estado Código Postal País

Teléfono: _____ Fax: _____ Correo Electrónico: _____

País de Nacimiento: _____ País donde Estudió: _____

¿Ha solicitado servicios a IEE anteriormente? Si es así, indique en número de archivo. Si no es así, ¿cómo supo de la existencia de IEE?

2. PROPOSITO DEL LA EVALUACIÓN

- Inmigración
- Empleo
- Licencias Profesionales/Certificación
- Educación (Secundaria, Técnica, Universitaria)

3. SERVICIOS Y PRECIOS

Evaluación Educativa (documento por documento)

- 10 días hábiles (\$50)
- 5 días hábiles (\$75)
- 3 días hábiles (\$100)
- 24 horas (\$125)
- Mismo día (\$150)

Evaluación de Experiencia Laboral

- 10 días hábiles (\$200)
- 5 días hábiles (\$250)
- 3 días hábiles (\$300)
- 24 horas (\$350)
- Mismo día (\$400)

Evaluación de Curso por Curso

- 10 días hábiles (\$140)
- 5 días hábiles (\$170)
- 3 días hábiles (\$200)

Servicios Adicionales

- Presupuesto de Traducción (GRATIS)
- Equivalencia de Promedio Ponderado de Notas (\$30)
- Identificación de Cursos de División Superior (\$50)
- Verificación de Autenticidad (\$75)
- Notarización (\$10 por documento) _____ (¿Cuántas?)
- Copias Adicionales (\$20 por copia si es requerida al momento de la aplicación) _____ (¿Cuántas?)
- Copias Adicionales (\$35 por copia si es requerida después que el reporte ha sido enviado por IEE) _____ (¿Cuántas?)
- Copia no Oficial del Reporte Enviada por Fax (\$5)
- Copia no Oficial Escaneada (Electrónica) del Reporte (\$5)
- Sobre sellado (\$5 por sobre) _____ (¿Cuántos?)

LOS INTERESADOS DEBEN ENVIAR LA DOCUMENTACION ACADEMICA (ORIGINALES O COPIAS CERTIFICADAS) POR CORREO CON LA SOLICITUD Y EL PAGO.

Aquellas evaluaciones que requieran una investigación más profunda pueden tomar más tiempo.

- Para el servicio de 24 horas, la solicitud y todos los documentos requeridos deberán ser recibidos antes de la 4:00 PM EST.
- Para el servicio de mismo día, la solicitud y todos los documentos requeridos deberán ser recibidos antes de las 10:00 AM EST.

4. HISTORIA ACADÉMICA

Empezando por la educación secundaria, por favor indique el nombre y la ubicación de cada institución educativa a la que asistió, las fechas de asistencia, y cada certificado, diploma o título obtenido tal como aparece en sus documentos (use una hoja por separado, si es necesario).

Nombre de la Institución	Ubicación (ciudad, país):	Fecha de Ingreso (mes/año)	Fecha de Egreso (mes/año)	Diploma, Certificado o Título recibido (en el idioma original)	Fecha de Graduación (MM/DD/AAAA)

5. OPCIONES DE ENVÍO DE DOCUMENTOS

Si quiere recibir su evaluación de otra manera que no sea correo regular (solo en EE.UU.), por favor seleccione una de las siguientes opciones e incluya el costo correspondiente a dicha selección.

- Priority Delivery (U.S. only): \$10
- Priority Delivery (International): \$40
- Express Delivery (U.S. only): \$30
- Express Delivery (International): \$70

6. ENVÍO (Correo Regular)

- Favor de enviar el informe evaluativo y las copias adicionales dirigidos a mi persona, a la dirección anteriormente mencionada.
- Favor de enviar el informe evaluativo dirigido a mi persona, a la dirección anteriormente mencionada y las copias adicionales a la (s) siguiente (s) dirección (es):

7. DECLARACION

Declaro que la información y datos suministrados en esta solicitud son verdaderos y exactos. Entiendo que los informes evaluativos que realiza IEE son de índole asesoral y que no constituyen obligación alguna ante cualquier agencia o institución. Declaro haber leído las instrucciones y condiciones que se encuentran al dorso de esta solicitud y estar conforme con los términos establecidos. Libero a IEE de cualquier responsabilidad de daños que resulten del uso que yo mismo o cualquier agencia o institución haga de dicho informe evaluativo. Libero a IEE de toda responsabilidad de daños o pérdida de los documentos originales que IEE ha solicitado.

Nombre (en letra de imprenta)

Firma

Fecha

Tel: 305.503.9063 Fax: 305.993.5550
 P.O. Box 545863, Surfside, FL 33154, USA
www.iee-usa.com E-mail: info@iee-usa.com

Gracias por elegir 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.
- We do not accept credit cards. All fees are payable in advance. All payments are payable in U.S. dollars by money order or personal check. 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.
- IEE will not release any evaluation report or translation until proper payment has been received.
- Prices are effective as of October 23, 2017 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 regular mail service (U.S. only). The following delivery options are available at an additional cost.

Priority Delivery (U.S. only): \$10	Priority Delivery (International): \$40
Express Delivery (U.S. only): \$30	Express Delivery (International): \$70
- 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). 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.

FEES:

Educational Evaluation (document by document) – US\$50

Processing begins the day IEE receives all required documentation. All services are counted in business days.

RUSH FEES

5 business days RUSH SERVICE – US\$75 - **MONEY ORDER ONLY**
3 business days RUSH SERVICE – US\$100 - **MONEY ORDER ONLY**
24-hour RUSH SERVICE – US\$125 - **MONEY ORDER ONLY**
24-hour service (documents must be received by 4PM EST)
Same day RUSH SERVICE – US\$150 – **MONEY ORDER ONLY**
Same Day Service (documents must be received by 10AM EST)

Course by Course Evaluation – US\$140

Processing begins the day IEE receives all required documentation. All services are counted in business days.

RUSH FEES

5 business days RUSH SERVICE – US\$170 - **MONEY ORDER ONLY**
3 business days RUSH SERVICE – US\$200 - **MONEY ORDER ONLY**

Professional Work Experience Evaluation – US\$200

Processing begins the day IEE receives all required documentation. All services are counted in business days.

RUSH FEES

5 business days RUSH SERVICE – US\$250 - **MONEY ORDER ONLY**
3 business days RUSH SERVICE – US\$300 - **MONEY ORDER ONLY**
24-hour RUSH SERVICE – US\$350 - **MONEY ORDER ONLY**
24-hour service (documents must be received by 4PM EST)
Same day RUSH SERVICE – US\$400 – **MONEY ORDER ONLY**
Same Day Service (documents must be received by 10AM EST)

Additional Services

Translation Fee Estimate – FREE
Grade Point Average Calculation – US\$30
Verification of Authenticity – US\$75
Upper/Lower Division Course Identification – US\$50
Notarization Service (US\$10 per document)
Unofficial Faxed Copy of Evaluation Report – US\$5
Unofficial Scanned (Electronic) Copy of Evaluation Report – US\$5
Sealed Envelope (US\$5 per envelope)

Additional Copies of Evaluation Report

If requested at the time of application – US\$20 per copy
If requested after the evaluation report has been issued – US\$35 per copy

ALL FEES ARE NON-REFUNDABLE. FEES ARE SUBJECT TO REVISION BY IEE MANAGEMENT WITHOUT NOTICE.

TYPES OF EVALUATION REPORTS:

Educational Evaluation (document by document)

Document by document - This education evaluation report describes and lists the educational institution(s) attended and the education credential(s) earned in a foreign country and states their U.S. equivalence (e.g. Bachelor, Master, Doctorate, etc.) This type of evaluation is most common for use in employment and immigration matters and university admission when transfer credit is not expected.

Course by Course Evaluation

Course by course - This evaluation report includes the information provided in a document by document evaluation additionally with a description of courses, credit hours, grades and degrees, as well as overall academic performance in terms of the educational system in the U.S. This type of report is generally required for college admissions for determining transfer credits, as well as for professional licensing matters.

Professional Work Experience Evaluation

The work experience evaluation is provided for immigration purposes most commonly for those applying for H-1B visas. The report evaluates both an individual's professional work history (using the USCIS "three for-one-rule") and educational credentials in order to establish a Bachelor's degree equivalency.

If you are unsure as to the type of evaluation that might be suitable for you, please contact us or mail your inquiry to info@iee-usa.com

CONTACT INFORMATION:

IEE
P.O. Box 545863
Surfside, FL 33154

Tel: (305) 503-9063
Fax: (305) 993-5550
E-mail: info@iee-usa.com
Website: www.iee-usa.com