

Educational Perspectives evaluates only formal educational credentials.

1 Required Documentation

- Official educational credentials for all study completed beginning with secondary school. Please see the **Country-Specific Documentation** menu on our website for further instructions: <http://www.edperspective.org/begin.php>
- One complete set of clear, legible photocopies of all **original** academic credentials submitted for evaluation.
- Photocopies of an official English translation for all non-English documents submitted for evaluation.

Educational Perspectives reserves the right to request original documents and/or documents to be sent directly to us by the issuing institution at any time.

2 Types of Reports, Fees and Services

Report Type	Fee	Purpose
General Report	\$85	Used for employment, immigration and education where transfer of credit is not expected. If the purpose of the evaluation is education, a US equivalent grade point average (GPA) is included.
Detailed Report	\$135	Used for education, transfer of credit, professional licensing/certification. Includes a breakdown of all courses taken, a US credit and grade equivalent, and a grade point average (GPA).
Catalog Match Report	\$200	Used for undergraduate admission. This type of report is prepared only through prior arrangement with your institution and Educational Perspectives.

All evaluation reports identify the institution(s) attended, dates of attendance, credentials received, and the US equivalent.

Fees for Additional Services:	Same Day RUSH Service	\$200.00
	3 Business Day RUSH Service	\$85.00
	Courier Service (Domestic)	\$35.00
	Courier Service (International)	\$60.00
	Priority Mail (US Postal Service only)	\$10.00
	Extra Copy of Evaluation Report after initial application: \$30.00 for first copy; \$10 each additional copy thereafter per request	

Information Regarding Fees

- The fee for the evaluation report includes two official copies of the report sent by regular postal mail.
- Same Day Rush Service **includes overnight domestic courier service**
- Refunds are only given in the case of overpayment; no refunds will be given once an application has been submitted or if the evaluation has been cancelled.
- Payment for services must be made in US dollars by money order, certified bank check, personal check drawn on a US bank account, or credit card (American Express, Visa, MasterCard, Discover only). Please note: a \$30.00 fee will be charged for all checks returned for Non Sufficient Funds. *Fees are subject to change without notice*

No work will be completed on an evaluation until all required fees have been paid.

Instructions and Other Important Information continued....

3 Our Policies and Procedures

• **Requests for additional Information or Documents**

Upon review of your application and documents, our evaluation staff may determine that additional information is required in order to complete your evaluation. In this case, a 'Document Request' will be issued specifically stating the information that is required. This request will be sent by email and/or regular mail. Educational Perspectives may also attempt to contact you via phone or fax, to inform you of our request. We will keep your application active for six months, but you may request an extension. If we do not hear from you within six months, your application will be inactivated. There is a \$50 reactivation fee. If an application is inactive for six months, all documentation will be discarded. **After that date, all documentation and a new evaluation fee will be required.**

Educational Perspectives reserves the right to contact educational and governmental institutions in order to obtain additional information regarding the academic program(s) you completed or to verify the authenticity of the documents submitted for evaluation. An evaluation report will be prepared only after sufficient documentation has been received.

• **Re-Evaluations**

Requests for a re-evaluation based on documents that were not submitted with an original application will be treated as a new evaluation. A second payment for the service requested must be made before an evaluation will be prepared.

• **Type of Report Prepared**

If Educational Perspectives determines that the education completed is not the equivalent of credit course work offered by a postsecondary institution in the United States, a General evaluation report may be prepared. If a Detailed or Catalog Match evaluation report was requested, the difference in the cost between the report requested and the General report will be refunded. Requests for a Detailed (course-by-course) evaluation of secondary-level and postsecondary study on the same evaluation report will be completed **only** if requested in writing.

• **Refunds**

A refund will be made only when an applicant has paid to Educational Perspectives more than the cost of the evaluation report prepared by Educational Perspectives. Fees are not refundable once an application has been submitted. In addition, checks returned as Non-Sufficient-Funds (NSF) will be subject to an additional \$35 fee.

• **Equivalencies and Revisions**

The conclusions stated in our evaluation reports are based on in-depth research utilizing the best information and resources available to evaluators in the United States. Our evaluation reports reflect our judgment based on this research. As additional information becomes available, Educational Perspectives reserves the right to reassess our equivalencies. When copies of an evaluation report are requested at a later time, Educational Perspectives is under no obligation to review or revise the report in accordance with any changes that may have occurred. Requests for a review or revision of an evaluation completed more than six months prior to the date of request must be accompanied by a \$50 review fee. This fee does not guarantee that a revision will be made to a completed evaluation.

• **Documentation Issues**

We do not return or release any official academic documentation sent directly to us by the issuing institution; English translations, curricula, syllabi, and academic credentials sent directly to us by the issuing institution become the property of Educational Perspectives.

If you submit forged or altered documents no evaluation report will be prepared, your documents will not be returned, and you will not receive a refund of the amount you paid. In addition, this information will be shared with other evaluation agencies and appropriate institutional authorities.

Educational Perspectives cannot be held accountable and accepts no liability for loss or damage to documents sent to our office. Although every effort is made to protect your documents from loss or damage, it is suggested that you send valuable or irreplaceable documents via a reputable courier service and request and pay for courier service for their return.

• **Correspondence**

Educational Perspectives corresponds with applicants primarily by email. Questions regarding completed evaluations or additional requests for information must be addressed in writing and sent to our office by regular post, courier, fax, or email – please clearly state your name and reference number (if provided) and the reason for your correspondence. Questions regarding the status of an evaluation in process should be directed to: status@edperspective.org

Mail your completed application with documents and payment to:

U.S. Postal Service:

Educational Perspectives
PO Box 618056
Chicago IL 60661-8056

Courier Delivery ONLY:

Educational Perspectives
134 N. La Salle St., Suite 1900
Chicago, IL 60602

Electronic Delivery:

apply@edperspective.org
(with credit card payment only)

For more information, visit our website: www.edperspective.org or contact us at: info@edperspective.org

Please print or type in dark ink. All sections of the application must be completed and you must sign the completed application form below. Failure to do so will delay the preparation of your evaluation report.

Section 1 Person for whom the evaluation is to be prepared

Name: _____
 (family/last) (given/first) (second/middle/maiden)

Name on educational credentials: _____ US Social Security # (Last four only): XXX-XX- _____
 (if different) (if available)

Male Female Date of Birth: _____ / _____ / _____ Country of Study: _____
 month day year

Mailing Address: _____
 (in care of) (number) (street) (apt. #)

(city & state) (zip or postal code) (country)

Telephone: (_____) _____ Evening Telephone: (_____) _____ Fax: (_____) _____

Email : _____

Has the person listed above had an evaluation done by this service before? No Yes Reference # _____

Are the credentials to be evaluated being sent to our office directly from the foreign institution? No Yes

Section 2 Purpose of the evaluation

Please check (√) all that apply

Further Education University Other

Section 3 Type of service and evaluation report you are requesting

Please check (√) all that apply and fill in the amount to pay in the space provided

General Report (\$85) _____ Detailed Report (\$135) _____

Catalog Match Report (\$200) _____

Additional charges

Same Day RUSH Service (\$200) _____ 3 Business Day RUSH Service (\$85) _____

Additional Copies (\$10 each) _____ Priority Mail (\$10) _____

Courier Delivery of Completed Report and/or Original Documents (\$35) _____ International Courier Delivery of Completed Report and/or Original Documents (\$60) _____

Total Amount for the services and report you are requesting: _____

Section 4 Mailing Instructions

Mail one copy of the evaluation report to the address in Section 1 above and one copy to the address listed here:

**Graduate Enrollment Management
 Loyola University Chicago
 820 N Michigan Avenue
 Chicago, IL 60611**

gradapp@luc.edu

Check here if additional copies are to be sent – please list names and addresses on a separate sheet

