

Application for Evaluation of Educational Credentials Instructions and Other Information

DePaul University Graduate School Applicants

1 Required Documentation

 Official educational credentials for all postsecondary study. Please see the Country-Specific Documentation menu on our website at: http://www.edperspective.org/begin.php.

Please note original official educational credentials are required in <u>all cases</u> for DePaul University graduate applicants. Photocopies in lieu of official credentials will not be accepted for evaluation.

A certified English translation for all non-English documents submitted for evaluation.

2 Fees and Services

Report Type	Fee	Purpose
General Report	\$85	Graduate admission. A US equivalent grade point average (GPA) is included.

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.
- 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 \$35.00 fee will be charged for all checks returned for Non Sufficient Funds. Fees are subject to change without notice

Notes:

- No work will be completed on an evaluation until all required fees have been paid.
- Educational Perspectives evaluates only formal educational credentials.

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.

Policies and Procedures continued...

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.

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

Submit all application materials and educational credentials to:

U.S. Postal Service: Courier Delivery ONLY: Electronic Delivery

Educational Perspectives Educational Perspectives
PO Box 618056 134 N. La Salle St., Suite 1040
Chicago IL 60661-8056 Chicago, IL 60602

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

For more information, contact us at: info@edperspective.org. Please include 'DePaul University Graduate Applicant' in the subject line.



DR	DD	RF
-··		' `'

Application for Evaluation of Educational Credentials

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/firs	t)		(second/middle	/maiden)	
Name on educational cr	edentials:	(if differer	nt)	US Socia	al Security # (Last	four only): _ (if avail	XXX-XX- able)
□ Male □ Female	Date of Birth:_	//	/	·	Country of Stud	y:	
Maddina a Aalabaa			-	-			
Mailing Address: (in care	of)	(number)		(stre	et)	(apt. #)	
city & state)		(zip or po				(country)	
Гelephone: ()	Ever	ning Teleph	one: ()	Fax: ()	
Email :							
Are the credentials to be ection 2 Purpo	e evaluated bein ose of the ev	_	ur office (directly from	the foreign institu	ıtion? □ No l	□ Yes
Please check ($$) all that	t apply						
☐ Further Education							
□ Employment							
□ Professional licensu	ure/certification i	n		(sr	pecify profession)		(specify state)
Please check (√) all that <u>X</u> General F	apply and fill in		t to pay i	n the space	provided		
Optional charges							
□ Same Day RUSH Serv	ice (\$200)			□ 3 Business	Day RUSH Service	e (\$85)	
□ Additional Copies (\$1	0 each)		[☐ Priority Ma	nil (\$10)		
□ Courier Delivery of Co and/or Original Docume					al Courier Delivery r Original Docume		
		t vou are re	questino	j:			
Total Amount for the se	rvices and repor	t you are re					
	•	t you are re					
ection 4 Mailing In	structions			ress in Sect	ion 1 above and o	ne copy to th	ne address listed

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

Section 5 Educational History [REQUIRED INFORMATION

Name of institut		te sheet, if necessary. Location (city, country)	Dates of attendance From To		ificate, Diploma, or Title native language)
Name of mstitut	1011	Location (city, country)	FIGHT 10	received (iii i	iative ialiguage)
ection 6	Davme	ent Options			
		<u> </u>			
☐ I am enclosing Educational Per		k drawn on a US bank, or	a money order or cashier'	s check made p	ayable in US dollars to:
		□ VISA □ MasterCar	d □ American Express	□ Discover	
_			•		
Billing Address:_		e)			
	(nam	e)	(number) (street)	(apt/unit #)
_	(city	& state)	(zip or postal code)		(country)
	ature:		,		• • • • • • • • • • • • • • • • • • • •
ection 7 erstand that the ention, organization ing from the use and all costs, includings or service by for damage to ectives on the apped, altered, or fail turned, and the izations and other have read all of the entity that all of the interest of the entity that all of the interest of the entity that all of the interest of the entity that all of the entity that a	Certification, or age of an evolution or loss oplication is information of the informatio	cation on reports prepared by ency, which may use the valuation report by me, coal expenses, which may make, based on the evaluation of any documents submand instructions is subsequent, the designees for contain will be shared tion agencies. on provided on this applaymation appearing on the	Educational Perspective m. I release Educational or any third party. I agre incur as a result of any aluation determination. I mitted. I understand the bject to change without to Educational Perspect pies of the evaluation re with academic institu- ication is complete and is application and the in	es are advisory I Perspectives e to reimburse claim that I (or I release Educa at the informa notice. I under tives at any time eport will be no tions, governi	r and are not binding of from any liability for da Educational Perspectives from any intentional Perspectives from provided by Education provided by Education that if false information report of the desired of my documents when the agencies, professions of my knowledge. If that I accept the terminer of the second control of the terminer and that I accept the terminer and the second control of the terminer and the
ection 7 erstand that the ention, organization ing from the use of all costs, includings or serviced for damage to ectives on the appearance, and the izations and other from that all of the interest is not the person is not the person in th	Certificevaluation, or age of an explication or loss of polication or loss of information or evaluation, inclusion of whose in whose	cation on reports prepared by ency, which may use the valuation report by me, coal expenses, which may make, based on the evaluation report by me, coal expenses, which may make, based on the evaluation and instructions is subject to the designees for contact on will be shared tion agencies.	Educational Perspective m. I release Educational or any third party. I agree incur as a result of any aluation determination. In mitted. I understand the to Educational Perspect opies of the evaluation re with academic institu- ication is complete and is application and the in yment for services and the sare being submitted for	es are advisory I Perspectives to reimburse claim that I (or I release Educa at the informa notice. I under tives at any tim eport will be no tions, governi correct to the k nstructions, an the policies cov	r and are not binding of from any liability for da Educational Perspective anyone having any intentional Perspectives from the provided by Education that if false information that if false information may be act of my knowledge. It does not be that I accept the termon th
ection 7 erstand that the ention, organization ing from the use of all costs, includings or serviced for damage to ectives on the apped, altered, or faired, no refund will turned, and the izations and other indications stated there is not the person in acting on light in the person in acting on light in the person in acting on light.	Certificevaluation, or age of an exiting leg or loss oplication listing different information, inclusion whose behalf o	cation on reports prepared by ency, which may use the valuation report by me, of all expenses, which may make, based on the evaluation in the evaluation are submitted en, the designees for contain will be shared tion agencies. on provided on this apply mation appearing on the ding those regarding paymatted the educational credentials are educational credentials.	Educational Perspective m. I release Educational or any third party. I agree incur as a result of any aluation determination. In mitted. I understand the opiect to change without to Educational Perspect opies of the evaluation re with academic institu- dication is complete and is application and the in yment for services and the sare being submitted for entials are involved, and	es are advisory I Perspectives to reimburse claim that I (or I release Educa at the informa notice. I under tives at any tim eport will be no tions, governi the policies cov person who has or evaluation, the	r and are not binding of from any liability for da Educational Perspective anyone having any intentional Perspectives from the provided by Education provided by Education that if false inforted, my documents we ment agencies, professional that I accept the term vering refunds of fees professional the act of signing certification for the term of the act of signing certification to the act