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INSTRUCTIONS ON HOW TO FILL OUT THE FORM

1. Personal Information

- Please enter the last name that you are using currently. Women may enter their maiden name as Other Names (that appear on records) but the last name should be the name currently used. For any other name changes you must provide a copy of the legal document showing the change or a copy of official documents that support the name you are using.
- You need only enter the last four digits of the Social Security number.

2. Fees and Services – New Applicants

A. There are three types of evaluation. The processing time is 10 days:

General Evaluation: \$90 - states the US equivalency of the education reflected in the documents received and an overall grade average can be included. This type of evaluation is usually suggested for purposes of employment, visa or graduate admission (depending on the requirements of the particular institution).

Course by Course evaluation: \$145 - contains all the information of the General Evaluation but also lists all secondary subjects and grades (where appropriate), university courses, grades and credits, along with an overall grade average. This type of evaluation is suggested for applicants seeking transfer credit but can also be required for graduate admission and some employment purposes, specifically in the field of teaching and education.

CPA (Certified Public Accountant) Evaluation: \$190 - is for purposes of sitting the Uniform CPA Examination in the state of Massachusetts or for CPA Licensure in Massachusetts. It includes the equivalency of the foreign study in US terms and lists the courses, grades and credits required in the specific areas of Accounting and Business for the state of Massachusetts. All CPA reports require English translations of any document issued in any language other than English. If applying for CPA licensure, please include evidence from CPA board stating that you have passed the exam.

If request more than one type of service requested (Ex: a CPA evaluation and also a Course by Course evaluation), please contact CED for information on fees.

B. Purpose: Please indicate what you are using the evaluation for.

3. Fees and Services – Returning Applicants

Please indicate when CED last did the evaluation for you.

- Extra copy of report - \$30. This should be requested when CED has done an evaluation for you previously. Please note if payment is made with money order or PayPal, the report can be sent out within 1-2 days. If payment is by check the processing time is 10 working days. If requesting more than one copy at the same time, additional copies are \$10 each.
- Change from general evaluation to course by course - \$60. The processing time is 10 days.
- Additional document(s) - \$60. This should be requested if you are adding documents to a previously done report or wish to change from a general evaluation to a course by course evaluation. The regular processing time is 10 days.
- Change to a CPA evaluation - \$125. This is requested if CED has previously done a General or Course by Course evaluation for you. Original documents are required for this type of evaluation and must be sent if not seen with the earlier evaluation.

4. Additional Services for Both New & Returning Applicants (If Applicable)

Rush Service:

- 1-2 day Rush service - \$150 additional to the fee for the report requested. You must contact CED to confirm 1-2 rush service prior to the request.
- 5-6 day Rush service - \$50 additional to the fee for the report requested.

Interpretation: \$50 additional to fee for report requested. This fee is required for course by course evaluations from documents in Spanish and Portuguese where there is no English translation provided. Documents submitted in all other languages require English translations.

Mailing Options: There are various possibilities with the US postal service for the return of original/official documents.

- Domestic Certified Mail -\$10 – requires a signature for receipt and has a tracking number.
- Domestic Priority Mail - \$15 – faster service and has a tracking number.
- Domestic Registered Mail -\$20 – requires a signature for receipt and has a tracking number. This is a safe but slow form of mail service.
- Domestic Express Mail - \$30 – overnight service and a tracking number.
- International Registered mail - \$30 – tracking number available.

Each of these services has certain benefits and limitations and the choice is the responsibility of the applicant. You may also send and receive documents by private courier but should confirm with CED and are responsible for all required information and payment.

Extra Reports: When order more than 1 report at the same time, each additional reports is \$10.

5. Payment Options

Payment can be made with personal check, money order or PayPal. For rush services payment is **only** by money order or PayPal. In the event of a returned check, the applicant will be required to pay by Money order or PayPal for the service required with an additional \$25 penalty fee added to the cost.

Checks and money orders can be made in the name of CED and payment or notice of payment must accompany any request for evaluation. A personal check from a foreign bank needs to be drawn with the name of an affiliated U.S. bank.

6. Mailing Instructions

There is space for only one institution on the CED application form. If you are requesting multiple reports please add the names and addresses to the back of the form. If you are unsure as to where or to whom the report will be sent please write “self” in the space provided and the original report (addressed To Whom It May Concern rather than to an individual or institution) will be sent to you in a sealed envelope along with your copy of the evaluation. The sealed envelope can then be sent later to an individual or institution or can be presented in person, whatever circumstances require.

7. Educational History

This is informational background for CED and is not intended to be a complete history. You may begin with High School, noting the year of entry and the year of graduation, followed by a list of any tertiary level education – community college, university, technical study, etc. listing years of study and names of any degrees, diplomas, certificates received.

8. Advisory/ Signature and Date

Please read carefully and sign. No self reports or applicant copies will be sent without applicant’s signature on application form.

ADDITIONAL IMPORTANT INFORMATION

- **Required Documents**

- Diplomas/Graduation or degree certificates/transcripts or marks statements
- All documents should be submitted in the original language along with an English translation. For exceptions see #4 – Interpretation.
- Do not submit original diplomas unless specifically requested.
- Type of documentation (copy, original, official sealed transcripts etc.) depends on the country, purpose, and/or institutions. Please contact the institution you are applying to or CED for more information.
- Copies of documents must include both sides of the page if there is written information of any kind on the back of a page.

- **Forgeries/Alterations/Falsifications**

CED reserves the right to verify any document submitted and should any falsification be confirmed, no refund will be made.