



1. PERSONAL INFORMATION

Form with fields for Family / Last Name, First Name, Middle Initial, Other names that appear on records, Mailing Address, City, State, ZIP / Postal Code, Country, Email, Phone, U.S. Social Security Number, Sex, M, F, Date of Birth, Country of your Credentials, Has CED prepared an evaluation for you before?, NO, YES, If YES, when was the last one done?(Year)

2. FEES AND SERVICES Please enclose appropriate fees with the application. Fees are non-refundable. Make fees payable to: Center for Educational Documentation (or CED)

Form with sections for BASIC SERVICES, ADDITIONAL SERVICES, SPECIAL SERVICES, and MAILING OPTIONS. Includes checkboxes for Rush Service and various fee amounts.

3. MAILING INSTRUCTIONS The original of the evaluation will be sent to the person/institution indicated below. A copy will be sent to you. If more reports are requested, please include names and addresses on the back of this form.

Form with fields for Name of contact person/Department, Institution, Phone, Address, City, State, ZIP / Postal Code

4. CREDENTIALS The following is a list of credentials that may be submitted for the evaluation as they apply to your particular purpose:

- a) All of your diplomas, degrees, titles and certificates;
b) Transcripts or annual course and grade listings for all years of college-level study;
c) Program outlines or course description ONLY as needed (please contact CED before submitting outlines or descriptions);
d) Official documents showing the stamps or the seal of the institution you attended should be submitted. Original documents may be requested;
e) Word by word, line by line official translations of all records not in English must accompany the above records.

5. EDUCATIONAL CHRONOLOGY List all institutions attended, starting with secondary school and provide dates.

Table with columns: Year of Entry, Institution, Graduation Year, Name of Diploma, Degree in English and Original Language. Includes a signature and date field at the bottom.