



## Please read all the information below before submitting an application

### Applications received after 2pm CST / 3pm EST are considered received the following business day

If you are paying by check or money order, please use the Printable Application Form and send everything together BY MAIL ONLY (form, documents, and payment)

### Please send any correspondence by mail or email to the following address:

Center for Educational Documentation  
7718 Wood Hollow Drive  
Suite 220  
Austin, Texas 78731

email: [Contact@CEDEvaluations.com](mailto:Contact@CEDEvaluations.com)

### Before continuing with your application, please read CEDs terms and conditions.

1. CED reserves the right to refuse service to any applicant
2. CED may verify any document submitted with the issuing institution or agency. If a document is confirmed as not authentic after an evaluation has been completed, the original recipient(s) and the applicant will be notified and all parties involved will receive the amended report to reflect that.
3. Applicants are responsible for confirming if a report issued by CED is accepted by the recipient(s) indicated on the application form.
4. CED will not consider documentation as part of the same request if it is provided once the evaluation report has been issued. In the case when the applicant provides additional documents after the report issue date, a new application form must be submitted and a new request must be initiated with this documentation not included previously.
5. No report will be issued without the applicant's signature on the application form
6. Applicants are responsible for requesting the return of any original document submitted and paying all mail fees associated with the return of those documents. These requests need to be made within a year of the evaluation report being issued. After that time, CED is not responsible for the return of such original documents.
7. Applicants are responsible for reviewing the unofficial copy they receive to ensure there are no errors. CED will honor requests to make corrections and reissue copies free of charge if the request is made within 30 days of the report being issued. After that, applicants will need to pay for the copies to be reissued with the correction needed.

I have read and understand terms and conditions and wish to proceed with the online application

### Are you a New or Returning Applicant?\*

New

Returning (select this option if CED has issued a credential evaluation report for you before)

\* Indicates a Required Field

## Personal Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family/Last Name*	First Name*	Middle initial	Other names that appear on records
<input type="text"/>			
Street Address*			
<input type="text"/>			
Apt/Suite/Floor			
<input type="text"/>	<input type="text"/>		
City*	State/Providence*		
<input type="text"/>	<input type="text"/>		
Zip/Postal Code*	Country*		
<input type="text"/>	<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female	
Email*	Phone*	Gender*	
<input type="text"/>	<input type="text"/>		
Date of Birth*	Country of Your Credentials*		

## Type of Service\* (If New Applicant)

- General Evaluation (\$90)
- Course by Course Evaluation (\$145)
- Course by Course Evaluation with GPA (\$195) - GPA calculation can only be done for university level studies.
- CPA (Certified Public Accountant) Evaluation: Examination (\$190)
- CPA (Certified Public Accountant) Evaluation: Licensure (\$190)

## Purpose\*

Indicate a purpose for the evaluation. You may select more than one.

- Undergraduate Admission
- Graduate Admission
- Transfer Credit
- Visa
- Employment
- Teacher Certification/Licensure
- CPA Examination
- CPA Licensure

## Fees and Services\* (If Returning Applicant)

When did CED previously do an evaluation for you?

  
Year

Please Choose a Type of Service Below\*

- Additional copy of evaluation previously completed (2-3 business days): \$30
- Change from a general evaluation to a course by course (7 business days): \$60
- Add a new document to evaluation previously completed (7 business days): \$60
- Change from a general to a course by course with GPA (7 business days) \$110
- Add GPA to a previously completed course by course evaluation (7 business days) \$50
- Change to CPA evaluation (7 business days): \$125

## Additional Services

**Rush Service (Payment by Personal Check not Accepted)\***

- No Rush Service
- 1-2 days. Not available for some countries (Additional \$150)
- 4-5 Days (Additional \$50)

**Interpretation - Spanish & Portuguese**

**(ONLY for course by course evaluation, not required if English translation is submitted)\***

- No Interpretation
- Spanish (Additional \$50)
- Portuguese (Additional \$50)

**Extra copy of official report - \$10 per copy**

Price: \$10.00    Quantity

  
Quantity

## Mailing Instructions\*

Indicate how and where you wish to have to original evaluation report sent. Select "Mail to Me" to have an official evaluation report mailed back to you in a sealed envelope. The fee includes one original evaluation report (to the institution/address indicated below) and one copy for your records, as part of the service. You may request extra original reports for an additional fee.

### Report Delivery Method 1\*

- Mail to Institution
- Email to Institution (Select ONLY IF the institution requires an electronic submission of the evaluation report)

Institution Email Address

- Mail to Me (Electronic version NOT available and print version sent ONLY by Priority Mail - \$15)

### Delivery Method Options\* (If mail is selected)

- US Priority Mail (\$15) - tracking number included
- US Express Mail (\$35) - tracking number included
- US Regular Mail (free) - no tracking information available
- International Mail - please select this option if you require mailing outside the US. We will contact you after submission to determine cost based on location

### Name of Contact Person/Department/Institution\* (If Institution is Selected)

Name of Contact Person/Department\*

Institution\*

### Address for Mailing\*

Street Address\*

Apt/Suite/Floor

City\*

State\*

Zip/Postal Code\*

Country\*

### Optional: Add additional addresses for additional payment on next page

Each additional address requires the payment of an extra copy of an official report. Please update your selection above.

**Report Delivery Method 2\***

- Mail to Institution
- Email to Institution (Select ONLY IF the institution requires an electronic submission of the evaluation report)

Institution Email Address

- Mail to Me (Electronic version NOT available and print version sent ONLY by Priority Mail - \$15)

**Delivery Method Options\* (If mail is selected)**

- US Priority Mail (\$15) - tracking number included
- US Express Mail (\$35) - tracking number included
- US Regular Mail (free) - no tracking information available
- International Mail - please select this option if you require mailing outside the US. We will contact you after submission to determine cost based on location

**Name of Contact Person/Department/Institution\* (If Institution is Selected)**

Name of Contact Person/Department\*

Institution\*

**Address for Mailing\***

Street Address\*

Apt/Suite/Floor

City\*

State\*

Zip/Postal Code\*

Country\*

**Optional: Add additional addresses for additional payment on next page**

Each additional address requires the payment of an extra copy of an official report. Please update your selection above.

**Report Delivery Method 3\***

- Mail to Institution
- Email to Institution (Select ONLY IF the institution requires an electronic submission of the evaluation report)

Institution Email Address

- Mail to Me (Electronic version NOT available and print version sent ONLY by Priority Mail - \$15)

**Delivery Method Options\* (If mail is selected)**

- US Priority Mail (\$15) - tracking number included
- US Express Mail (\$35) - tracking number included
- US Regular Mail (free) - no tracking information available
- International Mail - please select this option if you require mailing outside the US. We will contact you after submission to determine cost based on location

**Name of Contact Person/Department/Institution\* (If Institution is Selected)**

Name of Contact Person/Department\*

Institution\*

**Address for Mailing\***

Street Address\*

Apt/Suite/Floor

City\*

State\*

Zip/Postal Code\*

Country\*

**Educational History\***

**High School\***

Year of Entry	Institution	Name of Diploma or Degree (In English or Original Language)	Did you Graduate?	Graduation Year

College/University\* (If Attended)

Year of Entry	Institution	Name of Diploma or Degree (In English or Original Language)	Did you Graduate?	Graduation Year

Please Include Documents\* (Attention New Applicant)

You must submit your documents in the original language. If they are not in English, you must also provide certified English translations.

**PLEASE NOTE:** CED can interpret Spanish and Portuguese documents for an additional \$50 fee for course by course evaluations. If you choose the interpretation fee, a translation is not necessary.

Signature\*

Date\*

If an applicant submits forged, altered, or falsified documents, no evaluation report will be prepared and no refund will be made. I understand that this evaluation is advisory in nature and is not binding on any agency or institution that uses it. I will not hold the Center for Educational Documentation or any of its employees responsible for any disagreements arising from the same.

I have read all the information provided by CED and I accept the terms and conditions.