

FCSA Application for Credentials Evaluation – Standard Application Form Page 2

Please type or write legibly. Any missing, illegible, or incomplete information may result in the delay or non-processing of your application. All applications received after 2 PM CST will be considered to have been received the following business day.

Personal Information	
<i>Note: Only the first and last name will be included on the report.</i> First Name: _____ Middle Name: _____ Last Name: _____ Other Name(s) that might appear on documents, including maiden names: _____	Date of Birth (MM/DD/YYYY): _____ Foreign Country(s) of Education: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Phone: _____ Fax: _____ E-mail: _____ <i>(You will receive status updates and a copy of your evaluation at this address.)</i>

Shipping Address: Attention to: _____ Street, Apt/Suite: _____ City, State, Zip (Country, if not USA): _____ Return my ACADEMIC original documents, if applicable	Purpose of Evaluation <i>(Please visit our website for specific instructions that may be applicable for evaluations intended for certain universities, licensing boards, etc)</i> Employment University Admission Other: _____ Referral Information How did you hear about FCSA? _____
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Summary of Educational Experience <i>Use additional sheet of paper if necessary</i>			
Name of School and Location	Dates of Attendance (From - To)	Degree, Title or Certificate	Year Earned or Expected

Service <i>(required – see page 1 for description of services)</i>	
General Statement of Equivalency (\$80)	Detailed Evaluation of Coursework (\$140)

Rush Options	
<i>If no rush service is selected, the evaluation will be completed within approximately 10 business days.</i>	
<input type="checkbox"/> 3 Working Days (\$75.00)	<input type="checkbox"/> One Day Service for General Evaluation (\$175)
One Day Service for Detailed Evaluation (\$210)	

Expedited Delivery Options <i>First-Class USPS shipping with tracking number is automatically included at no cost to you</i>	
US Expedited Delivery (\$25.00)(Per address)	International Expedited Delivery (\$35) (Per address)

Additional Copies	
Additional Copies (\$25) <i>(per report, any amount can be requested at any time*)</i>	x \$25 =
Additional Copy Address: <i>(Attach a separate sheet to this application for additional addresses)</i> Attention to: _____ Street, Apt/Suite: _____ City, State, Zip (Country, if not USA): _____ Return my ACADEMIC original documents, if applicable	*Reports are guaranteed to be available for two years following the date of evaluation but are typically available for up to four years. Additional Copy Delivery Options First-Class USPS shipping with tracking number (free) US Expedited Delivery (\$25) <i>(Per address)</i> International Expedited Delivery (\$35) <i>(Per address)</i>

Payment Information	
Enclosed US Check or US Money Order <i>(Make payable to FCSA)</i>	Total
Credit Card	
Visa MasterCard American Express	Billing Address: _____ _____
Name On Card _____ Credit Card Number _____ Expiration Date (xx/xx): _____ CVV # _____ Authorization Signature _____	<div style="border: 1px solid black; padding: 5px;"> Notes, special requests: <i>(For example: I need my report in a separate sealed envelope)</i> </div>

Signed Statement

I certify that all information provided in this application is complete, factually accurate, and honestly presented. I certify that I have read the instructions and conditions and agree to the terms stated therein. I understand that cancellations must be requested prior to the completion of the evaluation. A non-refundable processing fee of \$25 will be deducted from all cancellations. I understand that the evaluation is advisory and is not binding upon any agency or institution that uses it nor guaranteed to be accepted or used by any agency or institution. I release Foreign Credentials Service of America from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation.

Signature of Applicant/Contact _____ Date _____