



# UTSA

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**APPLICATION FOR CREDENTIALS EVALUATION  
 FOR ADMISSION TO THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

### 1. GENERAL INFORMATION

PRINT your full legal name, without abbreviation. *Only the first and last names will appear on your evaluation report.*

First name	Middle or other name	Family name
Print other family name that might appear on documents		Birth date (MM/DD/YY)
		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Address 1: Choose one address:</b> <b>UTSA - Freshman or Transfer</b> Office of Admissions One UTSA Circle San Antonio, TX 78249  <b>UTSA - The Graduate School</b> One UTSA Circle San Antonio, TX 78249		Foreign Country(s) where you have attended school
		Phone number(s)
Attention to: _____ Street, Apt/Suite: _____ City, State, Zip: _____ (Country, if not USA)		Fax number
Return my official ACADEMIC documents, <u>if applicable</u> , to the address above		Email address A copy of your completed report will be sent to this address

### 2. SERVICES AND FEES

**Detailed Evaluation of Coursework** . . . . . \$75 (US) . . . . . **\$ 75.00**  
*Includes a General Statement of Equivalency and a course-by-course evaluation as required by the university.*  
*Evaluations will be completed and mailed within approximately 10 business days after all documents are received unless a rush service is selected below.*

#### OPTIONAL FEES

- One Day Service - Detailed Evaluation** . . . . . \$210 (US) . . . above base fee . . . \_\_\_\_\_  
*One day evaluations are completed within 24 hours AFTER the receipt of the FCSA application, fees, and ALL necessary educational documents, translations, etc. The evaluation will be sent by regular first-class mail unless overnight delivery is requested and paid for*
- Rush Service (3 working days after receipt of ALL materials)** . . . . . \$75 (US) . . . above base fee . . . \_\_\_\_\_  
*Rush evaluations are completed in 3 working days AFTER the receipt of the FCSA application, fees, and ALL necessary educational documents, translations, etc. The evaluation will be sent by regular first-class mail unless overnight delivery is requested and paid for.*
- U.S. Overnight Delivery** . . . . . \$25 (US) . . . per address . . . \_\_\_\_\_
- Foreign Overnight Delivery (subject to carrier restrictions)** . . . . . \$35 (US) . . . per address . . . \_\_\_\_\_
- Additional copies (Any number, any time)** . . . . . \$25 (US) . . . per add'l copy . . . \_\_\_\_\_  
*Copies of your evaluation are available for a minimum of two years after the exact original date of your evaluation but are typically available for up to four years. Please write any address(es) in the comments section of this application (page 2) or a separate sheet of paper.*
- Revisions (changing or adding to your original evaluation)** . . . . . \$50 (US) . . . . . \_\_\_\_\_  
*Revisions can be done for two years after the exact original date of your evaluation. Send a photocopy of your evaluation along with photocopies of additional documents to be evaluated. If two years or more have passed since the date of your original evaluation, you will need to start a new evaluation.*

Base fee plus optional fee = **TOTAL** . . . . . \_\_\_\_\_

### 3. PURPOSE OF EVALUATION

**APPLICATION FOR ADMISSION TO THE UNIVERSITY OF TEXAS AT SAN ANTONIO FOR**

**THE**     Fall     Spring     Summer    Year: \_\_\_\_\_

**CHECK ONE:**     Freshman     Transfer     Graduate

**Important note:** FCSA will keep your completed evaluation on file in our office for exactly two (2) years from the completion date at the top of your evaluation.

Applications may be sent by email, mail or fax to the contact information shown at the top right-hand corner of this page. Thank you for choosing FCSA!

#### 4. SUMMARY OF EDUCATIONAL EXPERIENCE

Beginning with the 10th year of formal education, complete the following educational ladder:

(Include any school you are presently attending. Use additional sheet if necessary.)

Name of school and location	Years of attendance		Degree, title certificate	Year earned or expected
	month/year	month/year		
_____	_____	to _____	_____	_____
_____	_____	to _____	_____	_____
_____	_____	to _____	_____	_____
_____	_____	to _____	_____	_____

#### 5. PAYMENT

Please enter amount from TOTAL line at the end of section 2: \_\_\_\_\_

I am enclosing my check drawn on a US bank, US money order, or US cashier's check made payable to FCSA.

##### Credit Card Options

VISA    MasterCard    American Express

Billing Address: \_\_\_\_\_

Name on card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV #: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

#### 6. WHAT TO SUBMIT

**REQUIRED DOCUMENTS:** FCSA requires that clients submit **LEGIBLE PHOTOCOPIES** of all original education documents: final degrees, diplomas, and certificates, plus full transcripts/marksheets/academic records showing all subjects studied, examinations, and grades.

Please include the following:

- Enclosed copies of ALL necessary academic documents  
Applicants may submit copies of academic degrees/diplomas showing all subjects studied, examinations, and grades. **Copies of all documents will be sent to UTSA with a copy of the evaluation.**
- Enclosed English language translations, if necessary. **Spanish may be self-translated.**  
Certified word-for-word English translations must accompany all foreign language documents.
- Enclosed appropriate payment
- Sign and date the bottom of this form

**TRANSLATIONS Translations are not needed if:** 1) the document(s) is in English; or 2) the document is translated into English by the institution of origin and is included with the native language document

#### 7. COMMENTS

Use this space to provide FCSA with additional information that could be useful in your credentials evaluation. You can also make special requests in this space. (For example: I need my report in a separate sealed envelope)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 8. 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 \_\_\_\_\_ Date \_\_\_\_\_