



## Yorkville University

Review the instructions below carefully before proceeding to Page 2. If you need additional space for any field in page 2 please feel free to attach a separate sheet of paper. Additional information regarding our services and the application process are available on our website.

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

### What to Submit:

In order to perform an evaluation we require the following:

- Page 2 of this application form signed and dated
- Final Degrees, Diplomas or Certificates
- Full, Official Transcripts/Marksheets/Academic Records showing all subjects studied, examinations and grades
- Certified** word-for-word English Translations for all academic credentials submitted. Certified translations must be performed by a **qualified disinterested third party**, typically a professional translation company, university or government agency.
  - o **Exception:** If your documents are in Spanish you may provide your own translation or submit one performed by a friend or family member.

We can accept legible photocopies of official documents submitted via fax or e-mail. Please note that we recommend submitting applications and supporting documents via e-mail rather than fax, as many academic credentials do not transmit clearly via fax.

### Personal Information:

**Name of Applicant:** Enter your full current legal name exactly as you want it to be written on your evaluation report. If the name shown on your academic credentials is different from your current legal name enter your other name (s) in the space provided. Please note that the middle name is for reference only and will not be included on the evaluation report.

**E-mail:** Please provide a current e-mail address. You will receive emails regarding your application status (including if your file has been placed on hold for any reason). Once your evaluation report has been completed, you will be emailed an unofficial electronic copy of your evaluation report and its mailing tracking information.

### Summary of Education:

List the schools you have attended (beginning with secondary education and continuing through your most recent degree). This helps our evaluators make sure you have provided all of the documents necessary to provide you with a complete and accurate evaluation. Please include an additional sheet of paper for more space if necessary.

### Service:

The **Detailed Evaluation of Coursework** is automatically selected for you, as it provides the course-by-course evaluation with GPA calculation required by Yorkville University.

### Evaluation Processing Time-frame Options:

Rush services are guaranteed (we will refund the rush fee if the time-frame is not met). Please note that **all time-frames begin the business day after we receive everything necessary for evaluation and do not include shipping time.**

### Delivery Options:

Your evaluation report includes free USPS shipping with tracking number. We also offer expedited delivery for an additional fee. USPS Express Mail arrives within 1-2 business days to most domestic addresses. For International Express delivery, the time frame may vary. Please refer to your USPS tracking number for details.

### Additional Copies:

Your evaluation includes one complimentary official signed and stamped report which will be shipped directly to Yorkville University and an unofficial report sent to you via e-mail. Please fill out the additional copy section if you require additional official reports.

Please note that an additional copy of your Yorkville evaluation cannot be shipped to any other institutions, as the evaluation is prepared specifically for the requirements of Yorkville.

### Payment Information:

Payment must be submitted in full before the evaluation can begin. Please follow the payment instructions on page 2. Please note that we cannot accept cash, wire transfers, or Discover Card.

### Notes:

This is an optional section for any specific requests or comments you would like to include with your application for foreign credential 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 FCSEA!

# FCSA Application for Credentials Evaluation – Yorkville University\* 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. Applications may be sent by email, mail or fax to the contact information shown at the top right-hand corner of the first page of this application.

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

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>	
Detailed Evaluation of Coursework (\$110)	<b>\$110.00</b>

Evaluation Processing Time-frame Options		
10 Business Days	3 Working Days (\$75)	One Day Service (\$210)

Delivery Options
First-Class USPS shipping with tracking number (free) International Expedited Delivery to Yorkville (\$35)

Additional Copies	
Additional Copies (\$25) <i>(per report, any amount can be requested at any time*)</i>	
<b>Additional Copy Address:</b> <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 official ACADEMIC documents, <u>if applicable</u> , to the address above	<i>*Reports are guaranteed to be available for two years following the exact original date of evaluation but are typically available for up to four years. Additional copies of your Yorkville evaluation cannot be shipped to any other institutions.</i> <b>Additional Copy Delivery Options</b> 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	
<b>Enclosed US Check or US Money Order</b> <i>(Make payable to FCSA)</i>  <b>Credit Card</b> Visa      MasterCard      American Express	<b>Total</b>  <b>Billing Address:</b> _____ _____ _____
Name On Card _____ Credit Card Number _____ Expiration Date(xx/xx): _____ CVV # _____ Authorization Signature _____	<b>Notes, special requests:</b> <i>(For example: I need my report in a separate sealed envelope)</i>  _____ _____

**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. I understand that a copy (electronic or physical) of my evaluation report may be made available to Yorkville University at their request, without my further consent, to be used at their discretion.

Signature of Applicant/Contact \_\_\_\_\_ Date \_\_\_\_\_

\*Foreign Credentials Service of America (FCSA) is an independent company and is not affiliated with Yorkville University. Resumes and references are available upon request.