



## 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.

### 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.

We can accept legible photocopies of official documents submitted via fax or e-mail from the client or institution. We recommend submitting applications and supporting documents via e-mail, 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 appear 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.

### Evaluation 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.

### Time-frame Options:

If no rush service is selected, the evaluation will be completed in approximately 10 business days. Alternatively, 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.**

### Shipping Options:

One complimentary *official* report will be shipped to Yorkville University via DHL Express. An unofficial report is sent to you via e-mail. Please fill out the additional copy section if you require additional official reports.

Please note that the Yorkville evaluation is prepared to reflect Canadian equivalency. **Please note, the evaluation is done specifically for Yorkville University and cannot be sent to any other agency or institution (with the exception of a Canadian Institution).**

### 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.

### How to Send Electronic Copies:

Please submit your application to FCSA. After processing your application, you will receive an FCSA ID# that will be necessary for your institution to submit the documents to us electronically. This will help insure that your documents get processed correctly. Failure to do so may cause delays in processing your documents.

### Notes:

This is an optional section for any specific requests or comments you would like to include with your application for foreign credential evaluation. If you provided original documentation and would like it returned, please specify your return address in this section. We reserve the right to withhold documentation.

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!

**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>	
Date of Birth (MM/DD/YYYY): _____	
First Name: _____	Foreign Country(s) of Education: _____
Middle Name: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name: _____	Phone: _____ Fax: _____
Other Name(s) that might appear on documents, including maiden names: _____	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

Evaluation Services <i>(required – see page 1 for a description of our services)</i>	
Detailed Evaluation of Coursework (\$170) <i>Please note: the amount of \$170 includes the DHL Express shipping rate of \$60.</i>	<b>\$170</b>

Time-frame Options		
Approximately 10 business days (free)	3 Working Days (\$75)	One Day Service (\$195)

Shipping Options <i>(the shipping time is not included in the time-frame options)</i>	
<b>Complimentary Report to Yorkville Shipping Options:</b>  Yorkville University Yorkville Landing, Ste 102 100 Woodside Ln Fredericton, New Brunswick, E3C 2R9 Canada	<b>Additional Copies</b> can be purchased for \$25 per report for up to four years. Changes can be made to a completed report within two years.  <b>Additional Copy Shipping Address:</b> (\$25 per report) Receiver's Name: _____ Street, Apt/Suite: _____ City, State, Zip (Country, if not USA**): _____ Return my official ACADEMIC documents, <u>if applicable</u> , to the address above (\$10 domestic USPS tracking is required for the return of official documents) USPS without tracking (Free) Domestic USPS, 2-3 business days with tracking (\$10) Domestic Expedited USPS, 1-2 business days with tracking (\$25) <b>International DHL Express, 3-5 business days (\$60)</b> <b>*Required for all international addresses*</b> If you need additional space to request more reports, please attach another sheet of paper to this application for the other addresses. <b>Shipping cost for Additional Report(s) + Cost for the Additional Report(s) (\$25/copy):</b>

Payment Information	
Enclosed US Check or US Money Order <i>(Make payable to FCSA)</i>	TOTAL cost:
<b>Credit Card</b>	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	<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> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

**Signed Statement**

I certify that all information provided on 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 if fraudulent documentation is presented, an evaluation will not be provided, the application will be canceled, and a refund will not be processed. 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 \_\_\_\_\_