

# Academic & Professional International Evaluations, Inc.

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## APPLICATION FOR EVALUATION OF FOREIGN STUDIES

Please complete the following: Section A 1, 4, 5; Section D; Sign and Date

### Section A - Personal Information:

1.	Mr. Ms. _____ Mrs. _____ (Family Name) _____ (First) _____ (Middle) _____ (Maiden)
2.	Mailing Address: __ C/O California International University 3130 Wilshire Blvd Los Angeles, CA 90010 USA
3.	Telephone ( 213 ) 381- 3710 Fax ( 213 ) 381-6990
4.	Date of Birth _____ Country of Birth _____ E-Mail Address _____ Month Day Year
5.	Have you ever had a file prepared by APIE? If yes, when? _____ File No. _____
6.	Who referred you to this service? CIU

### Section B - Purpose Of Evaluation: Please check (✓) the appropriate box (es).

<input checked="" type="checkbox"/> School	<input type="checkbox"/> Professional Board (Acct., Education, Engineering, Psy.) State _____
<input type="checkbox"/> Immigration	<input type="checkbox"/> Employment
<input type="checkbox"/> Laboratory	<input type="checkbox"/> Other _____

### Section C - Where To Send The Evaluation:

The evaluation will be sent, only to the address listed in Section A (#2) and to the address indicated below. Indicate Name, Address, State, Zip Code of where the evaluation is to be sent.

California International University  
3130 Wilshire Blvd.  
Los Angeles, CA 90010

### Section D - Educational Institutions Attended:

List in chronological order, all educational institutions attended, or are now attending. Begin with primary school; give exact dates of attendance, and the name of each certificate/degree/diploma awarded in the native language (if any).

Name of Institution	City & Country	Dates of Attendance		Name of Certificate or Degree Awarded
		From	To	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Section E - Evaluation Fee:**

Select the type of evaluation needed. **Underline** and submit the appropriate fee.

	<b>General Report</b>	<b>Course by Course Analysis</b>	<b>Comprehensive Report</b>
Academic	\$75.00	<u>\$140.00</u>	\$180.00

Extra Typed Original Evaluation (\$30.00 each)

**General Report:** This report identifies the institution(s) attended, periods of education, certificate(s) and degree(s) earned and provides the US educational equivalent. **Suggested for Immigration, Employment.**

**Course by Course Analysis:** In addition to the General Report, this statement includes a breakdown of courses with the number of units recommended for each course. **Suggested for Professional Certification with a State Licensing Board (e.g., State Board of Accounting, Education, Engineering, Nursing, etc....).**

**Comprehensive Report:** This statement includes a breakdown of courses with the number of units recommended for each course. In addition, it indicates the grades earned in terms of the US equivalents and identifies course levels in terms of lower or upper division. **Suggested for California Commission on Teacher Credentialing, and College or University transfer credit.**

**Section F - Rush and Additional Services:**

- 24-Hour Special Rush Service (additional \$150.00)
- 3-Business Day Rush Service (additional \$100.00)
- 5-Business Day Rush Service (additional \$75.00)
- Overnight Courier (**Domestic** - \$30.00 to address in **Section C**)
- Overnight Courier (**Domestic** - \$30.00 to address in **Section A** --- **International** - \$70.00 to address in **Section A**)
- Registered Mail (\$20.00)
- Certified Mail (Domestic - \$10.00) **(Total Fees = \$140 from section E + \$10 for certified mail = \$150)**

**TERMS AND CONDITIONS:**

- 1) Both sides of the application need to be completed, and the application must be signed and dated.
- 2) Evaluations will generally be completed within 10-15 business days after receipt of all needed documentation. Cases, which require extensive research, may take longer.
- 3) Send the appropriate fee (cashier's check or money order). THE FEE IS NOT REFUNDABLE.
- 4) Translation: certified English translations must be submitted along with all foreign language records.
- 5) Submit clear and legible copies of all educational documents in the original language (diplomas, degrees, certificates, transcripts). **Original records are required** for Afghanistan, Bangladesh, Canada, Cuba, Egypt, Iran, Iraq, Nigeria, People's Republic of China, Philippines, countries of the former USSR, & Vietnam. ***PLEASE NOTE: Original records are required for all countries if the evaluation requested is for the California Board of Accountancy, the California Commission on Teacher Credentialing, or the California Department of Environmental Health.***
- 6) If records submitted are determined to be altered or irregular, the application is immediately canceled and no evaluation will be provided. No refund will be made.
- 7) Please note that some institutions and agencies make their own evaluations and do not accept outside reports. We suggest that the acceptability of our evaluation be checked in advance before one is requested.
- 8) Please note that you have 90 days from the date of the evaluation to question the results of the evaluation. After 90 days we will assume that your evaluation is satisfactory and accurate, and your file is closed.

**CERTIFICATION:**

1. I certify that the information provided in this application is true and accurate to the best of my knowledge.
2. I understand that A.P.I.E.'s evaluation statement is advisory and is in no way binding on any US institution, organization or agency which may use it.
3. I release A.P.I.E., Inc. from any liability or damages incurred from the use of this evaluation.
4. I have read this application and brochure, and agree to the terms and conditions stated therein.

Signature \_\_\_\_\_ Date \_\_\_\_\_