

City Colleges of Chicago and Educational Perspectives



Application for Evaluation of Foreign Credentials Instructions and Other Important Information

1 Required Documentation

- Official educational credentials for all study completed, beginning with secondary school (please see the list under 2 below for additional **Country-Specific Documentation**).
- One complete set of clear, legible photocopies of all academic credentials submitted for evaluation.
- Photocopies of an official English translation for all non-English documents submitted for evaluation.
- A curriculum or plan of studies for all academic work completed beyond secondary school.
- A syllabus or other type of official documentation indicating the content of all courses studied beyond secondary school.

City Colleges of Chicago reserves the right to request original documents and/or documents to be sent directly to us by the issuing institution.

2 Country-Specific Documentation

Original official documents, issued in English are required for the following countries:

Afghanistan	Eritrea	Iraq	Pakistan	Sudan
Bangladesh	Ethiopia	Liberia	Philippines	

Original official documents, issued in the official language of the country are required for the following countries:

Bulgaria	Haiti	Somalia
Greece	Iran	Vietnam

Official documents must be mailed directly to the City Colleges of Chicago by the issuing institution via regular postal service (documents sent by courier service will not be accepted) for the following countries:

Canada	Nigeria
Ghana	Sierra Leone

3 City Colleges of Chicago Catalog Match Evaluation Report

Your report will include a breakdown of all courses taken (if you are seeking transfer credit admission to an undergraduate program), a US credit and grade equivalent, a grade point average (GPA), and the CCC course equivalent. Your report may also include additional information regarding course content needed by CCC. Your evaluation report will identify the institution(s) attended, dates of attendance, credentials received, and the US equivalent of each credential you submit.

Evaluation reports are completed in fifteen to twenty business days, upon receipt of all necessary documentation.

College Transcript Evaluation Fee: \$200.00 (Fee includes high school transcript evaluation IF submitted together)

High School Transcript ONLY Evaluation Fee: \$125.00

Additional Services Available:	Same Day RUSH Service	\$190.00
	3 Business Day RUSH Service	\$90.00
	Courier Service (Domestic)	\$20.00
	Courier Service (International)	\$60.00
	Priority Mail (US Postal Service)	\$5.00
	Original of Course-by-Course report	\$50.00

Information Regarding Fees:

- The evaluation fee includes two copies of the report. Upon completion, copies of the report will be sent to you and your selected City Colleges of Chicago campus.
- Same Day Rush Service includes overnight domestic courier service
- Refunds are only given in the case of overpayment; no refunds will be given once an application has been submitted or if the evaluation has been cancelled.
- Acceptable forms of payment include: money order, or certified check in US dollars. **The evaluation process will not begin until all required fees have been paid in full.**

Instructions and Other Important Information continued....

4 Our Policies and Procedures

- **Requests for additional Information or Documents**

Upon review of your application and documents, our evaluation staff may determine that additional information is required in order to complete your evaluation. In this case, an 'Information Request' will be issued specifically stating what is further required. This request will be sent by regular USPS, however Educational Perspectives will attempt to contact you via telephone, fax, or email to inform you of our request. Educational Perspectives reserves the right to contact educational and governmental institutions in order to obtain additional information regarding the academic program(s) you completed or to verify the authenticity of documents submitted for evaluation. An evaluation report will be prepared only after sufficient documentation has been received.

- **Re-Evaluations**

Requests for a re-evaluation based on documents, which were not submitted with an original application will be treated as a new evaluation request. A second payment for the service requested must be made before an evaluation will be prepared.

- **Refund Policy**

Fees are not refundable once an application has been submitted. No refunds will be made if an application is cancelled or if required documentation is not provided.

- **Equivalencies and Revisions**

The conclusions stated in our evaluation reports are based on in-depth research utilizing the best information and resources available to evaluators in the United States. Our judgment is based on this research and is reflected in the evaluation report. As additional information becomes available, Educational Perspectives reserves the right to reassess our equivalencies of acceptable credentials.

- **Documentation Issues**

We do not return or release any official academic documentation sent directly to us by the issuing institution; English translations, Curricula, or syllabi. Academic credentials sent directly to us by the issuing institution become the property of Educational Perspectives.

If you submit forged or altered documents no evaluation report will be prepared, your documents will not be returned, and you will not receive a refund fees paid. In addition, this information will be shared with other evaluation agencies and appropriate institutional authorities.

City Colleges of Chicago cannot be held accountable and accepts no liability for loss or damage to documents sent to our office. Although every effort is made to protect your documents from loss or damage, it is suggested that you send valuable or irreplaceable documents via a reputable courier service.

Mail your completed application with documents and payment to:

Darshan Brahmhatt
Office of Student Affairs
City Colleges of Chicago
226 W. Jackson Blvd. 9th Floor
Chicago, Illinois 60606-6998

For more information about International Student Affairs, visit our website:
www.ccc.edu/international

Or contact us at: isa@ccc.edu

FAX: 312-553-3346



Application for Evaluation of Educational Credentials

Please print or type in black or blue ink. All sections of the application must be signed and completed. Failure to do so will delay the preparation of your evaluation report.

Section 1 Person for whom the evaluation is to be prepared

Name: _____
(Family/last) (given/first) (Second/middle/maiden)

Name on educational credentials: _____ US Social Security Number: _____
(If different) (If available)

___ Male ___ Female Date of Birth: ____/____/____ Country of Study: _____
Month Day Year

Mailing Address: _____
(In care of) (Number) (Street) (Apt. #)

(City & state) (Zip or postal code) (Country)

Daytime Telephone: (_____) _____ Evening Telephone: (_____) _____

Fax :(_____) _____

Email: _____

Has the person listed above had an evaluation done by this service before? ___ If yes, Reference # _____

Are the credentials to be evaluated being sent to our office directly from the foreign institution? Yes ___ No ___

Section 2 Evaluation Fee and any Additional Services you are requesting

Please check (√) all that apply and fill in the amount you are paying in the space provided

City Colleges of Chicago College Transcript Evaluation Report (\$200.00) _____

City Colleges of Chicago High School Transcript ONLY Evaluation Report (\$125.00) _____

Optional Additional services:

*Please note that the fees listed below are applied in **addition** to the regular evaluation fee.

Same Day RUSH Service (\$190) _____

3 Business Day RUSH Service (\$90) _____

Courier Delivery of Completed Report
And/or Original Documents (\$20) _____

International Courier Delivery
of Original Documents (\$60) _____

Original Course-by-Course Evaluation report prepared by Educational-Perspectives (\$50) _____

Total amount for the services and report(s) you are requesting: \$ _____

Section 3 Payment Options

From <i>WITHIN</i> the United States	From <i>OUTSIDE</i> the United States
___ I am enclosing a money order, or cashier's check made Payable to the City Colleges of Chicago	___ I am enclosing my international money order made payable to the City Colleges of Chicago

Section 4 Mailing Instructions

Intended City Colleges of Chicago Campus *(Please note - If you wish to send a report to an affiliate of the City Colleges of Chicago please write the name in the blank provided next to the main campus name.)*

- Richard J. Daley College _____
- Harold Washington College _____
- Kennedy King College _____
- Malcolm X College _____
- Olive Harvey College _____
- Harry S. Truman College _____
- Wilbur Wright College _____

Section 5 Educational History

Please list all educational institutions you attended or are currently attending. Begin with secondary school and provide dates. Print the name of each certificate, diploma, or title you received in English and in the native language. Use a separate sheet, if necessary.

Name of Institution	Location (city, country)	Dates of attendance		Name of Certificate, Diploma, or Title received (language)
		From	To	

Section 6 Certification

I certify that all of the information provided on this application is complete and correct to the best of my knowledge. I certify that I have read all of the information appearing on this application and the instructions, and that I accept and understand the terms and conditions stated therein. I understand that the evaluation reports prepared by City Colleges of Chicago and Educational Perspectives are advisory and are not binding on any institution, organization, or agency, which may use them. I release City Colleges of Chicago and Educational Perspectives from any liability for damages resulting from the use of an evaluation report by me, or any third party. I agree to reimburse City Colleges of Chicago and Educational Perspectives for any and all costs including legal expenses, which may result from any claim(s) that I (or anyone having any interest in my earnings or services) may make, based on the evaluation determination. I release City Colleges of Chicago and Educational Perspectives from any liability for damage to or loss of any documents submitted. I understand that the information provided by City Colleges of Chicago and Educational Perspectives on the application and instructions is subject to change without notice. I understand that if false information or forged, altered, or falsified documents are submitted to City Colleges of Chicago and Educational Perspectives at any time, no evaluation report will be prepared, no refund will be given, the designees for copies of the evaluation report will be notified, my documents will not be returned, and the information will be shared with academic institutions, government agencies, professional organizations and other evaluation agencies.

This application creates a contract between City Colleges of Chicago and the person who has signed the application. If the signer is not the person whose educational credentials are being submitted for evaluation, the act of signing certifies that the signer is acting on behalf of the person whose credentials are involved, and has the authority to do so.

If you are not the person whose credentials are being submitted for evaluation, what is your relationship to that person?

Today's date _____ Signature _____

Name (printed) _____