



Globe Language Services, Inc.
Evaluation Service

305 Broadway Ste. 401, New York, NY 10007

Tel: (212) 227-1994 Fax: (212) 693-1489

E-Mail: globe@globelanguage.com

APPLICATION FOR EDUCATIONAL CREDENTIALS EVALUATION
FOR IMMIGRATION PURPOSES

*=REQUIRED FIELD

(See instructions on page two BEFORE filling out this form).

1. Last Name* [] 1a. First Name* [] 1b. Middle Name []
2. Street Address* [] 2a. Apt#/Suite []
2b. City* [] 2c. State/Province* [] 2d. Postal Code* []
2e. Country* [] 2f. Phone No.* [] 2g. Fax. No. []
3. E-mail: [] 4. Date of Birth* [] 5. Social Security # (Optional) []
6. Male* Female* 7. Country of Studies* []

8. If you would like this evaluation mailed to an agency or another person, please give name and address below:
The fee includes one evaluation report. If you would like a copy mailed to an additional address, please provide name and address. Please include appropriate fees, as listed below.

8a. Name of Person or Agency []
8b. Street Address [] 8c. Apt#/Suite []
8d. City [] 8e. State/Province [] 8f. Postal Code []
8g. Country [] 8h. Phone No. [] 8i. Fax No. []

9. EDUCATION: Please list all the schools you have attended. Give exact dates and diplomas.

Table with 5 columns: Institution Name, Country, Dates (from and to), Name of Diploma, Graduation Date

TYPE OF EVALUATION

Diploma/Degree equivalent for Immigration \$90 (3 Business Days) 24-Hour Rush (\$100 additional)
Combined work experience-education evaluation or work profile evaluation. \$400 (5 Business Days) 24-Hour Rush (\$175 additional)
O-Net Occupational Title []
Number of Duplicates [] \$20 each with this request. Each duplicate requested at a later time will cost \$40.
Globe will also officially translate, certify and notarize your documents for a fee. [] 5 Business Days (with evaluation)
Please call (212)227-1994 for cost.

MAILING SERVICES

Please Note: Original documents will only be returned via Express Mail

International (\$15) Express (\$40) Stamped Envelope Enclosed
International Express (\$70) Priority (\$15)

10. Payment (Credit Cards/Money Orders Only): I authorize Globe Language Services, Inc. to charge my card in the amount of: []

Credit Card*: [] Credit Card Number*: [] Expiration Date*: []

CVV2*: [] (3 numbers on back of credit card OR 4 numbers on front of American Express Card)

No personal checks!

Billing Address*: [] Apt./Suite []

City* [] State/Province* [] Postal Code* []

Cardholder's Name*: [] Date*: []

I hereby affirm that: a) the information provided by me is correct; b) I agree to the terms herein stated; c) I understand this report is advisory and is not binding on anyone who uses it; d) I release Globe Language Services, Inc. from any liability for damages resulting from the use of the evaluation report by me or any agency or institution. Globe Language Services, Inc. reserves the right to request additional information, including original documents, and to verify documents with issuing institutions.

Fees are non-refundable.

Signature [] Printed Name [] Date []

RETURN THE COMPLETED APPLICATION TO GLOBE LANGUAGE SERVICES, INC. WITH THE FOLLOWING:

- A) NOTARIZED PHOTOCOPIES OF ALL ACADEMIC RECORDS (SEE NEXT PAGE FOR DETAILS)
B) CERTIFIED CHECK OR MONEY ORDER PAYABLE TO GLOBE LANGUAGE SERVICES, INC.

INSTRUCTIONS

A. TYPE OF EVALUATION REPORT

- **Diploma/Degree Equivalent**

This report gives an equivalent for each diploma or certificate and indicates dates of completion.

B. DOCUMENTATION

- Clear and legible copies of all original educational documents must accompany each application.
- In case of incomplete documentation or information, a request for documents will be issued. An evaluation report will be prepared after all documents have been submitted to the satisfaction of Globe Language Services, Inc.
- In addition, for combined work experience-education evaluations, the following is necessary:
 - a. Letter(s) from employer(s) stating **number of years employed, duties, and last job title attained;**
 - b. U.S. Department of Labor *Dictionary of Occupational Titles* or *O*Net* Occupational Title and Code.
- For work profile evaluation: A thorough description of the job's duties.

Translation

Globe Language Services, Inc. also specializes in translations for immigration and will translate, certify and notarize your documents for a moderate fee. Please visit www.globelanguage.com for translation costs.

C. TERMS

1. **Extra Copies:** One original report is included in the evaluation fee. Additional original duplicate copies requested with the initial application cost \$20.00 each. Each duplicate requested at a future date costs \$40.00.
2. **Re-evaluation:** Re-evaluations based on documents not submitted with the original request are considered new evaluations, and a second payment of the basic fee is required.
3. **Reassessment of Educational Equivalencies:** Evaluations are based upon the best information and resources currently available to professional evaluators in the United States. Globe Language Services, Inc. reserves the right to reassess educational equivalencies as additional information becomes available.
4. **Refunds:** Refunds are issued only if there has been an overpayment. No refunds will be issued after the application has been received.
5. **Globe Language Services, Inc. reserves the right not to accept an application for evaluation.**

THE EVALUATION STANDARDS FOLLOWED ARE THOSE APPROVED BY THE NATIONAL COUNCIL ON THE EVALUATION OF FOREIGN EDUCATIONAL CREDENTIALS.

(George R. Fletcher, Ed.D., Director. Member, ATA, NAFSA, EAIE)

In the preparation of evaluation reports, every effort is made to consult appropriate resources in order to provide the most accurate evaluations possible in relation to the applicant's request. Reference works consulted are listed on the evaluation.

Charter Member: Association of International Credential Evaluators