

1 Required Documentation

- Official educational credentials for all postsecondary study. Please see the **Country-Specific Documentation** requirements on our website at: <http://www.edperspective.org/depaul/>.

Please note original official educational credentials are required in all cases for DePaul University applicants. Photocopies in lieu of official credentials will not be accepted for evaluation.

- A certified English translation for all non-English documents submitted for evaluation.

2 Fees and Services

Report Type	Fee	Purpose
General Report	\$110	Used for employment, immigration and education where transfer of credit is not expected. If the purpose of the evaluation is education, a US equivalent grade point average (GPA) is included.
Course-by-Course Report	\$160	Further education and graduate admission. Includes a breakdown of all courses taken, a US credit and grade equivalent, and a grade point average (GPA).

All evaluation reports identify the institution(s) attended, dates of attendance, credentials received, and the US equivalent.

Fees for Additional Services:	24 Hour (1 Business Day) RUSH Service	\$200.00
	3 Business Day RUSH Service	\$100.00
	Courier Service (Domestic)	\$35.00
	Courier Service (International)	\$65.00
	Priority Mail (US Postal Service only)	\$15.00
	Additional Copies (Each)	\$25.00

Information Regarding Fees

- 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.
- Payment for services must be made in US dollars by money order, certified bank check, or personal check drawn on a US bank account. If you wish to make payment by credit card, you can use our online application found here: <http://edperspective.org/apply-online/index.php>. Please note: a \$35.00 fee will be charged for all checks returned for Non Sufficient Funds. *Fees are subject to change without notice.*

Notes:

- No work will be completed on an evaluation until all required fees have been paid.
- Educational Perspectives evaluates only formal educational credentials.

3 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, a 'Document Request' will be issued specifically stating the information that is required. This request will be sent by email and/or regular mail. Educational Perspectives may also attempt to contact you via phone or fax, to inform you of our request. We will keep your application active for six months, but you may request an extension. If we do not hear from you within six months, your application will be inactivated. There is a \$60 reactivation fee. If an application is inactive for six months, all documentation will be discarded. **After that date, all documentation and a new evaluation fee will be required.**

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 the documents submitted for evaluation. An evaluation report will be prepared only after sufficient documentation has been received.

Policies and Procedures continued...

- **Re-Evaluations**

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

- **Type of Report Prepared**

If Educational Perspectives determines that the education completed is not the equivalent of credit course work offered by a postsecondary institution in the United States, a General evaluation report may be prepared and the difference in the cost will be refunded.

- **Refunds**

A refund will be made only when an applicant has paid to Educational Perspectives more than the cost of the evaluation report prepared by Educational Perspectives. Fees are not refundable once an application has been submitted. In addition, checks returned as Non-Sufficient-Funds (NSF) will be subject to an additional \$35 fee.

- **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 evaluation reports reflect our judgment based on this research. As additional information becomes available, Educational Perspectives reserves the right to reassess our equivalencies. When copies of an evaluation report are requested at a later time, Educational Perspectives is under no obligation to review or revise the report in accordance with any changes that may have occurred. Requests for a review or revision of an evaluation completed more than six months prior to the date of request must be accompanied by a \$60 review fee. This fee does not guarantee that a revision will be made to a completed evaluation.

- **Documentation Issues**

We do not return or release any official academic documentation sent directly to us by the issuing institution; English translations, curricula, syllabi, and 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 of the amount you paid. In addition, this information will be shared with other evaluation agencies and appropriate institutional authorities.

Educational Perspectives 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 and request and pay for courier service for their return.

- **Correspondence**

Educational Perspectives corresponds with applicants primarily by email. Questions regarding completed evaluations or additional requests for information must be addressed in writing and sent to our office by regular post, courier, fax, or email – please clearly state your name and reference number (if provided) and the reason for your correspondence. Questions regarding the status of an evaluation in process should be directed to: status@edperspective.org

Submit your completed application with documents and payment to:

- Postal Mail: Educational Perspectives
PO Box A3462
Chicago, IL 60690-3462
- Courier Mail: Educational Perspectives
55 E. Jackson Blvd.
Suite 2175
Chicago, IL 60604
- Email: If you wish to submit application materials by email, please sign the application where indicated, scan, and submit in PDF format to us at apply@edperspective.org.

For more information, visit our website: www.edperspective.org or contact us at: info@edperspective.org



Application for Evaluation of Educational Credentials

Please print or type in dark ink. All sections of the application must be completed and you must sign the completed application form below. 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 # (Last four only): XXX-XX-____ (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)

Telephone: (____) _____ Evening Telephone: (____) _____ Fax: (____) _____

Email : _____

Has the person listed above had an evaluation done by this service before? No Yes Reference # _____

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

Section 2 Purpose of the evaluation - Please check (v) all that apply.

- Further Education Employment

Section 3 Service Requested

- General Report (\$110) Course-by-Course Report (\$160)

The evaluation report will be sent to the applicant electronically at the email address provided in Section 1 above.

Section 4 Mailing Instructions - Please select the DePaul University recipient of your evaluation.

- DePaul University, International Admission (Undergraduate) - (\$25)
College of Computing and Digital Media - (\$25)
Kellstadt Graduate School of Business - (\$25)
College of Liberal Arts and Sciences - (\$25)
College of Communication - (\$25)
Graduate School of Public Service - (\$25)
Graduate School of Music - (\$25)
Graduate Theatre School - (\$25)
Graduate School for New Learning - (\$25)
Graduate Psychology Program - (\$25)

Optional charges - Please check (v) all that apply and fill in the amount in the space provided.

- 24 Hour (1 Business Day) RUSH Service (\$200)
3 Business Day RUSH Service (\$100)
Additional Copies to other institutions (\$25 each)
Priority Mail (\$15 per US address)
Courier Delivery-Completed Report and/or Original Documents (\$35 per US address)
International Courier Delivery-Completed Report and/or Original Documents (\$65 per non-US address)

Section 4 Educational History [REQUIRED INFORMATION]

Please list all educational institutions you attended or are attending. Begin with secondary school and provide exact 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 From To	Name of Certificate, Diploma, or Title received (in native language)

Section 5 Certification

I understand that the evaluation reports prepared by Educational Perspectives are advisory and are not binding on any institution, organization, or agency, which may use them. I release 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 Educational Perspectives for any and all costs, including legal expenses, which may incur as a result of any claim that I (or anyone having any interest in my earnings or services) may make, based on the evaluation determination. I release Educational Perspectives from any liability for damage to or loss of any documents submitted. I understand that the information provided by 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 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.

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 (including the Instructions and Other Information) and that I accept the terms and conditions stated therein, including those regarding payment for services and the policies covering refunds of fees paid for services.

This application creates a contract between Educational Perspectives 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.

Today's date _____ Signature (REQUIRED)  _____

Name (printed) _____

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

Section 6 Payment:

Paper application fees must be paid in US dollars. Payments from outside the US must be drawn on a US bank.

I am enclosing a check / money order / cashier's check. Please make check payable to **Educational Perspectives**.