

GLOBAL SERVICES ASSOCIATES, INC.

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Hours of Operation 10am-6pm Monday - Friday

A Member of the National Association of Credential Evaluation Services, Inc. (NACES)

Application for the Evaluation of International Education

PLEASE PRINT CLEARLY IN DARK INK OR TYPE. Thank you.

Name: Mr. Ms. _____

Family/Last/Surname First/Given Name Middle Name

Name on _____

Documents: Family/Last/Surname First/Given Name Middle Name

My Mailing Address: _____

Telephone: Day: _____ Night: _____ Fax: _____
Area Code Number Area Code Number Area Code Number

Date of Birth: ____/____/____ Gender: Male Female E-mail: _____
Month Day Year

Country of birth: _____ Date evaluation is needed: _____

Who told you about GSA? _____ Have you applied to GSA before? _____

Purpose of Evaluation: Education Employment Immigration Other: _____

THE FOLLOWING SECTION MUST BE COMPLETED IN FULL IN ORDER TO COMPLETE YOUR EVALUATION

PLEASE PRINT CLEARLY IN DARK INK OR TYPE starting with your first year in school. Use extra sheets, if necessary, and explain any gaps in your educational history. Thank you.

Elementary School Name(s)/City/Country	Dates Attended	Degree/Diploma* & Date it was Earned
	_____ to _____ Mo/Yr Mo/Yr	

Lower Secondary School Name(s)/City/Country	Dates Attended	Degree/Diploma* & Date it was Earned
	_____ to _____ Mo/Yr Mo/Yr	

Upper Secondary School Name(s)/City/Country	Dates Attended	Degree/Diploma* & Date it was Earned
	_____ to _____ Mo/Yr Mo/Yr	

College or University Name(s)/City/Country	Dates Attended	Degree/Diploma* & Date it was Earned
	_____ to _____ Mo/Yr Mo/Yr	

Certificate/Professional Qualification/Country	Dates Attended	Degree/Diploma* & Date it was Earned
	_____ to _____ Mo/Yr Mo/Yr	

*Please indicate the name of the degree/diploma/certificate in your native language, if appropriate (e.g., *Sarjana*).

GSA's FEES & CONDITIONS

<u>LEVEL OF EDUCATION</u>	<u>EQUIVALENT STATEMENT</u>	<u>COURSE-BY-COURSE ANALYSIS</u>
A. Elementary/Secondary School	\$55.00*/70.00*	\$125.00
B. Undergraduate Study (1 to 2 years)	70.00	125.00
C. Bachelor's Degree (3 or more years)	80.00	150.00
D. Master's Degree (includes Bachelor's) and/or Professional Qualifications/Certificates	100.00	175.00
E. Doctorate (E.D., Ph.D., etc.)	150.00	250.00
F. Extra Original Evaluations (\$15.00 each)	___.00	___.00
G. Express Mail/FedEx® to me (US only)	25.00/35.00	25.00/35.00
H. Express Mail/FedEx® to recipient (US only)	25.00/35.00	25.00/35.00
I. Certified Mail (US only)	10.00	10.00
J. Rush Fee (3-5 day turnaround)	75.00	75.00
K. Circle and Total Fees (Payment only by money order or cashier's check drawn on any U.S.A. bank or affiliate of an international bank. Personal checks, credit cards and bank transfers are not accepted.)	\$ _____	\$ _____

*\$55.00 = general; \$70.00 = general + GPA (grade point average)

L. Please send a stamped original evaluation to me and the following recipient by date: _____

M. Evaluation Conditions: Global Services Associates (GSA) will only provide its services under the following conditions:

- This Application for the Evaluation of International Education contains complete and accurate information provided by the applicant or his/her agent.
- The applicant agrees that GSA is not liable for use or non-use of this evaluation by a third party, third party deadlines, acts undertaken and/or omissions allowed by GSA; all costs and legal expenses will be borne by the applicant should any claim arise regarding this evaluation; GSA is not liable for any consequential damages if the equivalency anticipated by the applicant is not recommended by GSA. GSA also states that all evaluations are advisory in nature, and are NOT binding upon any agency, institution, organization or other third party which may use them.
- GSA reserves the right to refuse to evaluate any documents for any reason whatsoever; nor is it responsible for loss of documents. Any documents which appear to be tampered with, forged, falsified or altered in any way will not be evaluated, resulting in the application being cancelled with no refund of fees. (Fees are only refunded for overpayment.) Also, the intended recipient(s) of the evaluation and other members of the National Association of Credential Evaluation Services, Inc. (NACES) will be notified.
- All photocopies and applications become the property of GSA, and they will not be returned.
- All fees are payable in advance; an application is valid for 4 months. Failure by the applicant to supply any additional requested documentation within 4 months will result in the cancellation of the application with no refund. Disclosure of additional documents by the applicant after the initial evaluation is completed will result in a new application and fees.
- I authorize GSA to contact the institution(s) I attend, as necessary.

N. As the applicant or the applicant's authorized agent, I have read GSA's brochure and the above statements, and, by signing below, I agree to the conditions stated.

_____ / _____ /201
 Please Check: Applicant's Signature or Authorized Agent's Signature Date

FOR OFFICE USE ONLY: Amount Paid \$ _____ Date _____ Revised 06/2013

All fees and conditions are subject to revision by GSA without notice