

INSTITUTE FOR INTERNATIONAL CREDENTIALS EVALUATION  
AT CALIFORNIA STATE UNIVERSITY, FRESNO

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INTRODUCTION

The Institute of International Credentials Evaluation (IICE) provides statements of U.S. educational equivalency of foreign educated persons who need such statements for educational, employment, immigration and other purposes. *The Institute does not evaluate medical degrees. The Institute is an after-hours community service* of the International Student Services and Programs office of the University.

We complete reports in the order they are received. We may need to request additional information from you. We may need to do research that might add to the time it takes to complete the evaluation. The Institute is closed for holidays between Christmas and New Year's Day, the week prior to Easter and generally two weeks in July.

**It is important that you provide complete and accurate information to us and carefully follow directions.** If the Institute is unable to perform an evaluation, we will return your documents and your payment less a processing fee. There are certain times when priority handling is unavailable. Please check with IICE if you need three or five-day priority processing. Priority handling does not include mailing times, weekends or holidays.

Our evaluations are advisory and are not binding on the receiving institution. IICE evaluations are not used for admission or transcript credit evaluation purposes for undergraduate or graduate admission at California State University, Fresno. If you are planning to attend classes at California State University, Fresno, please complete the admission application process, and an evaluation will automatically be done as part of the admission process; you will not need an IICE evaluation. However, if you are applying for a teacher credential program at the University, you will need to complete applications for both IICE and the admission's office. The credential analyst needs the IICE report for teaching credential purposes.

Initial: \_\_\_\_\_

APPLICATION PROCEDURE

1. Please enclose a U.S. or international money order or cashier's check for the proper amount payable to the Institute for International Credentials Evaluation.
2. ALL **SEALED, ORIGINAL** EDUCATIONAL DOCUMENTS MUST BE SUBMITTED DIRECTLY FROM THE SCHOOL. This includes transcripts, diplomas, mark sheets, certificates, etc, that list the courses taken, the grades/marks achieved in each course, the amount of time spent in each course (e.g. three hours a day for 16 weeks), and proof of completion (diploma and/or certificate). For detailed evaluations, IICE requires not only the diploma but also the transcript or mark sheets. All original documents will be returned to you.
3. **Documents in languages other than English must be accompanied by official, certified, literal English translation. A literal translation is a word-for-word translation.** Translations that are paraphrased versions (interpretive) of the original document will not be accepted. If the issuing institution did not translate the document into English, a signed statement must accompany the translation giving the qualifications of the translator. IICE requests that the translation be done in the same format as the original document and that no words or symbols appearing on the original be left off the translation.
4. **The attached Educational Summary sheet must be completed.** Please explain any gaps in your education. Do not, for any reason, leave off any school that you attended.
5. If your name does not match the name on your credential, you must submit official proof of name change.
6. You must read the Disclaimer and Conditions section and sign the bottom of that page
7. Please make photocopies of everything you send to us for your own records.

Initial: \_\_\_\_\_

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|                 |
|-----------------|
| REF # _____     |
| Ev. 1 _____     |
| Ev. 2 _____     |
| In: _____       |
| Out: _____      |
| Amt Paid: _____ |

APPLICATION FOR CREDENTIALS EVALUATION

LAST/Family name \_\_\_\_\_ FIRST/Given name \_\_\_\_\_

Name that appears on the credentials: \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birth place: \_\_\_\_\_ Country \_\_\_\_\_ Birth date: \_\_\_\_\_ (month/day/year)

Home phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

Have you applied to this service before? No \_\_\_ Yes \_\_\_ Name used: \_\_\_\_\_ Reference # \_\_\_\_\_

Please indicate what you intend to use this evaluation for and/or any other special circumstances that are pertinent:

- Employment
- Continuing education - **list school** \_\_\_\_\_
- Teaching credential application
- Other \_\_\_\_\_
- High School Equivalency (Transcripts and Diploma Required) \_\_\_\_\_

Please check one type of evaluation report you want and any additional items that apply:

- Detailed Report** ..... \$175.00  
Includes degree equivalency, course listings, grade-point average, and semester credit hour equivalency (grades/marks and credit hour information must be submitted with transcripts). This type of report is required for teacher candidates. **NOTE:** Our report only reflects the coursework **as it is written on your transcript or mark sheets**. We do **NOT** type in course or paper titles if they are not clearly spelled out on your transcript.
- Degree Equivalency Report** ..... See Below  
List each degree/certificate (Bachelor, Master, etc.) that you wish to be evaluated and add \$25.00 for each additional degree/certificate. Grades, grade-point average, and credits are not shown on this type of report.  
Write Title of Certificate or Degree on the line:  

|                       |         |
|-----------------------|---------|
| ___ Document 1: _____ | \$80.00 |
| ___ Document 2: _____ | \$25.00 |
| ___ Document 3: _____ | \$25.00 |
| ___ Document 4: _____ | \$25.00 |
- Detailed Report** after previously completed **Degree Equivalency Report** ..... \$95.00

**Additional Services**

- Re-evaluation (same statement type with documents not previously submitted) ..... \$85.00
- 5-day priority service (if all documents submitted) **CALL FOR AVAILABILITY**..... \$75.00
- 3-day rush service (if all documents submitted) ... **CALL FOR AVAILABILITY**..... \$125.00
- Reconstruction:... **IICE CONSULTATION REQUIRED** ..... \$250.00

**Processing Fees:**

- THERE IS A \$25.00 NON-REFUNDABLE INITIAL PROCESSING FEE (Plus postage and handling for overseas)**
- Extra original evaluation copy ..... \$10.00
- Express UPS (U.S. only) ..... \$15.00
- Overseas Postage (Trackable) (Required for mail going outside the U.S.) ..... \$60.00

**TOTAL PAYMENT:** \_\_\_\_\_

## EDUCATIONAL HISTORY

Name of applicant: \_\_\_\_\_

Instructions:

**Please complete accurately and completely the instructions for each numbered column below.  
Begin with year ten of secondary school.**

1. Write the **appropriate years** for every school attended beginning with the 10<sup>th</sup> grade of secondary school.
2. These are the **actual years** you attended school. Your tenth year of secondary school is the number 10.
3. Write the **type of school** you attended, such as *Volkshule, Gymnasium, Lycee, Colegio, Ecole Superior, Teachers' College, Junior College, etc.*
4. Write the **full name of school**.
5. Write the **location of the school** (city, country).
6. Write the **name of a certificate, diploma or title earned** (if any).
7. Write the **OFFICIALLY STATED** time to complete a certificate, title, or diploma. For example, high school diploma - 11 years, bachelor's degree - 3 years, masters' degree - 1 year, etc.
8. Write **FT** if you were enrolled full-time or **PT** if you were enrolled part-time.

| 1         | 2              | 3              | 4                   | 5             | 6                             | 7              | 8        |
|-----------|----------------|----------------|---------------------|---------------|-------------------------------|----------------|----------|
| 19__ / __ | Year in School | Type of School | Full Name of School | City, Country | Certificate or Diploma Earned | Program Length | FT or PT |
|           | 10             |                |                     |               |                               |                |          |
|           | 11             |                |                     |               |                               |                |          |
|           | 12             |                |                     |               |                               |                |          |
|           | 13             |                |                     |               |                               |                |          |
|           | 14             |                |                     |               |                               |                |          |
|           | 15             |                |                     |               |                               |                |          |
|           | 16             |                |                     |               |                               |                |          |
|           | 17             |                |                     |               |                               |                |          |
|           | 18             |                |                     |               |                               |                |          |
|           | 19             |                |                     |               |                               |                |          |
|           | 20             |                |                     |               |                               |                |          |
|           | 21             |                |                     |               |                               |                |          |
|           | 22             |                |                     |               |                               |                |          |
|           | 23             |                |                     |               |                               |                |          |
|           | 24             |                |                     |               |                               |                |          |
|           | 25             |                |                     |               |                               |                |          |
|           | 26             |                |                     |               |                               |                |          |
|           | 27             |                |                     |               |                               |                |          |
|           | 28             |                |                     |               |                               |                |          |
|           | 29             |                |                     |               |                               |                |          |
|           | 30             |                |                     |               |                               |                |          |

If you would like an extra original evaluation copy to be mailed to another institution or person, please write the name and address on the two lines below (note \$10.00 extra original evaluation copy fee):

Name \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Checklist of items to send to IICE:**

- Application fee
- Original documents
- Certified English translation
- Educational History (see page 3)

**Disclaimer and Conditions**

**Please read the following carefully. You must sign the bottom of this page as an indication of your agreement with the terms and conditions below before an evaluation will take place.**

1. **All fees are nonrefundable**, including overpayment or cancellation of evaluation requests. READ CAREFULLY.
2. If the Institute determines that the evaluation statement cannot be issued, then you agree that the Institute is not responsible for any incidental or consequential damages, which you may incur.
3. You agree to reimburse the Institute any and all costs, including legal expenses, which it may incur as a result of any claim that you or anyone having any interest in your earnings or services may make based on the evaluation determination which the Institute makes relying on this application and supporting documents.
4. You certify that the information provided in this application is true, accurate, and correct.
5. Information and documents relative to your application may be disseminated to a network of credential evaluation services, and you authorize such dissemination.
6. IICE reserves the right to verify the authenticity of the documents submitted. **If an applicant submits forged or altered documents, an evaluation will not be made, the fee will not be refunded, and recipients listed on the evaluation will be notified as well as the Federal Bureau of Investigation's Forged Documents Unit and the institution or board that has supposedly issued the documents. DO NOT SUBMIT ALTERED DOCUMENTS.**
7. If IICE is not able to make an evaluation, it will return the materials and fee payment, less a processing fee.
8. IICE will not accept liability for late priority reports, except for refunding the priority portion of the fee.
9. Evaluations will be made by persons who are qualified in the field of foreign credentials evaluation, but IICE cannot guarantee that the recipient of an evaluation will agree with it. Evaluation reports may differ, depending on the time period in which the study program was completed.
10. All evaluations are advisory in nature and are not binding on the receiving institutions or California State University, Fresno.
11. IICE uses UPS Ground to return documents. We have found this service to be reliable and fully trackable and the fee is built into our processing charges. Express service is an additional fee.

**I have read and understand the above and agree with the terms and conditions.**

Signature of applicant only \_\_\_\_\_ Date \_\_\_\_\_