



**American  
Evaluation  
and  
Translation  
Service**

**American Evaluation and Translation Service, Inc.**  
550 Biltmore Way, Suite 805  
Coral Gables, FL 33134  
Phone: (786) 276-8190 • Fax: (786) 524-0448  
www.aetsinternational.com • info@aetsinternational.com

## Application for Credential Evaluation Service

Date: \_\_\_ / \_\_\_ / \_\_\_

Number of pages (including this page): \_\_\_\_

### I. CLIENT INFORMATION

Firm/Company/Individual Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### II. NAME OF INDIVIDUAL TO BE EVALUATED:

Mr./Ms. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Last name / First Name / Middle Name)

Country of Study: \_\_\_\_\_

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_

Degree Sought \_\_\_\_\_

### III. DOCUMENT SUBMISSION

Attorney/Company Representatives may submit documents via fax to: **(786) 524-0448, (786) 364-0780, (786) 524-3300 or (877) 870-1205**; or via email to [info@aetsinternational.com](mailto:info@aetsinternational.com). Applications should arrive before 1:00 PM EST in order to be processed the same day. Applications that arrive after 1:00 PM EST will be processed the next business day. Service times are counted in business days. Individual applicants must submit documents (originals or notarized copies) via regular mail, along with this application form and corresponding payment.

### IV. TYPE OF SERVICE

#### Educational Evaluation Report (document by document)

- 10 day (\$75)
- 5 day (\$100)
- 3 day (\$125)
- Next day (\$150)
- Same day (\$200)

#### Professional Work Experience Evaluation

- 10 day (\$300)
- 5 day (\$400)
- 3 day (\$500)
- Next day (\$600)
- Same day (\$700)

#### Course by Course

- 10-day (\$200)
- 5-day (\$250)
- 3-day (\$300)
- Next day (\$350)

#### Position Evaluation (Specialty Occupations)

- 10 day (\$300)
- 5 day (\$400)
- 3 day (\$500)
- Next day (\$600)

### V. TYPE OF DELIVERY

- Regular mail and fax (Free of charge for U.S. delivery. International delivery, please add \$20.)
- Other (FedEx, UPS, etc.) Please, specify: \_\_\_\_\_

Please send a pre-paid envelope, your account information or add \$40.00 for overnight fee (U.S. delivery). Please contact AETS for international rates.

I hereby certify that I have read the terms and conditions (listed on the following page or on [www.aetsinternational.com](http://www.aetsinternational.com)) and that the information provided on this application is true and accurate to the best of my knowledge. I acknowledge that AETS assumes no liability for any damages that may occur from using this evaluation report.

Client signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



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## Terms and Conditions for Evaluation Services:

- I. Payments to AETS must be made in U.S. dollars by money order, check or credit card. If the money order or check is issued by a bank outside the U.S., it must have the printed name of the affiliated U.S. bank.
- II. AETS will not release any information to individuals until proper payment has been received.
- III. A refund will only be issued if the client has paid more than the cost of the evaluation issued by AETS. No refund is issued for canceled cases once the application has been submitted, or when the necessary documentation is not provided.
- IV. No evaluation report will be prepared if documents are deemed to be forged, altered, or falsified in any way. Additionally, no refund will be granted.
- V. Evaluation reports prepared by AETS are strictly advisory in nature and not binding to any institution, agency or company.
- VI. All evaluations are prepared based upon the most up-to-date international educational information available. Educational equivalencies may change with time. If copies are requested in the future, AETS will charge the standard fee and consider it a new evaluation.
- VII. AETS cannot guarantee that the applicant will agree with the evaluation report.
- VIII. All mailing is conducted via USPS. Additional payment is necessary for overnight delivery.
- IX. AETS reserves the right to verify documentation submitted with the issuing institution(s). Additionally, AETS reserves the right to request original document(s) to be sent directly from the issuing institution(s).
- X. AETS accepts no liability for damages resulting from the issuance of our evaluation reports. By signing the AETS Application for Credential Evaluation Service, the client knowingly releases AETS from any liability for damages that may result from the use of the requested evaluation report. Additionally, AETS accepts no liability for the loss or damage of its clients' documents.
- XI. Any dispute that may occur between AETS and the applicant shall be governed by Florida law and subjected to the jurisdiction of the Miami-Dade County court system.
- XII. Prices are effective as of August 2009 and are subject to change at the discretion of AETS.