



American Evaluation and Translation Service, Inc.
550 Biltmore Way, Suite 1201
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 email to **info@aetsinternational.com** or via fax to: **(786) 524-0448 or (877) 870-1205**. Applications must 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. For Course by Course Evaluations, 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	Course by Course Evaluation	Professional Work Experience Evaluation
<input type="checkbox"/> 10 day (\$100)	<input type="checkbox"/> 10 day (\$250)	<input type="checkbox"/> 10 day (\$400)
<input type="checkbox"/> 5 day (\$150)	<input type="checkbox"/> 5 day (\$300)	<input type="checkbox"/> 5 day (\$500)
<input type="checkbox"/> 3 day (\$175)	<input type="checkbox"/> 3 day (\$350)	<input type="checkbox"/> 3 day (\$600)
<input type="checkbox"/> Next day (\$200)	<input type="checkbox"/> Next day (\$400)	<input type="checkbox"/> Next day (\$700)
<input type="checkbox"/> Same day (\$250)		<input type="checkbox"/> Same day (\$800)

Position Analysis

10-day (\$400)
 5-day (\$500)
 3-day (\$600)
 Next day (\$700)
 Same day (\$800)

Position Evaluation (Specialty Occupations)

10 day (\$400)
 5 day (\$500)
 3 day (\$600)
 Next day (\$700)
 Same day (\$800)

V. TYPE OF DELIVERY

Email (PDF) (free of charge)
 Regular Mail (USPS) (\$25 additional)
 Additional Copy \$25 per copy _____ (number of copies)
 Other (FedEx, UPS, etc.) (Please, specify: _____) Please send a pre-paid envelope, your account information or add \$60.00 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) and that the information provided on this application is true and accurate to the best of my knowledge. I acknowledge that AETS assumes no responsibility or 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 January 2018 and are subject to change at the discretion of AETS.