

3. SUMMARY OF EDUCATIONAL EXPERIENCE

Beginning with the 10th year of formal education, complete the following educational ladder:

(Include any school you are presently attending. Use additional sheet if necessary.)

Name of school and location	Years of attendance		Degree, title certificate	Year earned or expected
	month/year	month/year		
_____	_____	to _____	_____	_____
_____	_____	to _____	_____	_____
_____	_____	to _____	_____	_____
_____	_____	to _____	_____	_____

4. PAYMENT

Please enter amount from TOTAL line at the end of section 2: _____

I am enclosing my check drawn on a US bank, US money order, or US cashier's check made payable to FCSA.

Credit Card Options

VISA MasterCard American Express

Name on card: _____ Billing Address: _____
Credit Card #: _____
Expiration Date: _____ CVV #: _____
Authorization Signature: _____

5. WHAT TO SUBMIT

REQUIRED DOCUMENTS: FCSA requires that clients submit **LEGIBLE PHOTOCOPIES** of all original education documents: final degrees, diplomas, and certificates, plus full transcripts/marksheets/academic records showing all subjects studied, examinations, and grades.

Please include the following:

- Enclosed copies of ALL necessary academic documents
Applicants may submit copies of academic degrees/diplomas showing all subjects studied, examinations, and grades.
- Enclosed English language translations, if necessary. **Spanish may be self-translated.**
Certified word-for-word English translations must accompany all foreign language documents.
- Enclosed appropriate payment
- Sign and date the bottom of this form

TRANSLATIONS Translations are not needed if: 1) the document(s) is in English; or 2) the document is translated into English by the institution of origin and is included with the native language document

6. COMMENTS

Use this space to provide FCSA with additional information that could be useful in your credentials evaluation. You can also make special requests in this space. (For example: I need my report in a separate sealed envelope). If you provided original documentation and would like it returned, please specify your return address in this section. We reserve the right to withhold documentation.

7. SIGNED STATEMENT

I certify that all information provided in this application is complete, factually accurate, and honestly presented. I certify that I have read the instructions and conditions and agree to the terms stated therein. I understand that cancellations must be requested prior to the completion of the evaluation. A non-refundable processing fee of \$25 will be deducted from all cancellations. I understand that if fraudulent documentation is presented, an evaluation will not be provided, the application will be canceled, and a refund will not be processed. I understand that the evaluation is advisory and is not binding upon any agency or institution that uses it nor guaranteed to be accepted or used by any agency or institution. I release Foreign Credentials Service of America from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation. I understand that a copy (electronic or physical) of my evaluation report may be made available to UTRGV at their request, without my further consent, to be used at their discretion.

Signature of Applicant _____ Date _____