



# UTSA

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**APPLICATION FOR CREDENTIALS EVALUATION  
 FOR ADMISSION TO THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

### 1. GENERAL INFORMATION

**PRINT** your full legal name, without abbreviation

First name	Middle or other name	Family name
Print other family name that might appear on documents		Phone number(s)
<b>Address 1:</b>  <p style="text-align: center;">UTSA</p> <p style="text-align: center;"><i>Exact address will be determined by the purpose of evaluation you select in section 3 of this page.</i></p>		Email address <i>A copy of your completed report will be sent to this address</i>  Fax number
<b>Address 2:</b> Optional - \$10.00 fee applies, see services (Section 2) for more information		Birth date (MM/DD/YY)      Gender <input type="checkbox"/> Male <input type="checkbox"/> Female  Country(ies) where you have attended school

### 2. SERVICES AND FEES

	ENTER AMOUNT
<input checked="" type="checkbox"/> <b>Detailed Evaluation of Coursework</b> . . . . . \$75 (US) . . . . . <b>\$75.00</b> <i>Includes a General Statement of Equivalency and a course-by-course evaluation as required by the university.</i>	
<b>OPTIONAL FEES</b>	
<input type="checkbox"/> <b>One Day Service - Detailed Evaluation</b> . . . . . \$210 (US) . . . above base fee . . . <i>One day evaluations are completed within 24 hours AFTER the receipt of the FCSA application, fees, and ALL necessary educational documents, translations, etc. The evaluation will be sent by regular first-class mail unless overnight delivery is requested and paid for.</i>	
<input type="checkbox"/> <b>Rush Service (3 working days after receipt of ALL materials)</b> . . . . . \$75 (US) . . . above base fee . . . <i>Rush evaluations are completed in 3 working days AFTER the receipt of the FCSA application, fees, and ALL necessary educational documents, translations, etc. The evaluation will be sent by regular first-class mail unless overnight delivery is requested and paid for.</i>	
<input type="checkbox"/> <b>U.S. Overnight Delivery</b> . . . . . \$25 (US) . . . per address . . .	
<input type="checkbox"/> <b>Foreign Overnight Delivery (subject to carrier restrictions)</b> . . . . . \$35 (US) . . . per address . . .	
<input type="checkbox"/> <b>Additional Copy (Limit 1. Only available at time of application)</b> . . . . . \$10 (US) . . . . . <i>Please enter shipping address in the box labeled Address 2 (above)</i>	
<input type="checkbox"/> <b>Additional copies (Any number, any time)</b> . . . . . \$25 (US) . . . per add'l copy . . . <i>Copies of your evaluation are available for a minimum of two years after the exact original date of your evaluation. Please write any address(es) in the comments section of this application (page 2) or a separate sheet of paper.</i>	
<input type="checkbox"/> <b>Revisions (changing or adding to your original evaluation)</b> . . . . . \$50 (US) . . . . . <i>Revisions can be done for two years after the exact original date of your evaluation. Send a photocopy of your evaluation along with photocopies of additional documents to be evaluated. If two years or more have passed since the date of your original evaluation, you will need to start a new evaluation.</i>	
Base fee plus optional fee = <b>TOTAL</b> . . . . . _____	

### 3. PURPOSE OF EVALUATION

**APPLICATION FOR ADMISSION TO THE UNIVERSITY OF TEXAS AT SAN ANTONIO FOR THE**

Fall     Spring     Summer    Year: \_\_\_\_\_

**CHECK ONE:**     Freshman     Transfer     Graduate

UTSA App 0904

#### 4. 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 _____	_____	_____

#### 5. 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 cashiers check made payable to FCSA. \$25.00 NSF fee applies for returned checks.

##### Credit Card

A \$5.00 credit card processing fee will be added to the total if any of the requested billing information is missing, inaccurate or illegible.

Discover  VISA  MasterCard  American Express

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

Name on card: \_\_\_\_\_

Credit card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CCV #: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

#### 6. CHECKLIST

Make sure you have done the following: (the completed application may be sent via post, fax, or e-mail to the contact information at the top of page one.)

- Enclosed original or certified copies of ALL necessary academic documents  
Applicants to UTSA should submit original or certified copies of academic degrees/diplomas showing all subjects studied, examinations, and grades. Original documents will be sent to UTSA with a copy of the evaluation.
- Enclosed English language translations, if necessary  
Certified word-for-word English translations must accompany all foreign language documents.
- Enclosed appropriate payment
- Signed your name at the bottom of this form

#### 7. COMMENTS

Use this space to provide FCSA with additional information that could be useful in your credentials evaluation.

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#### 8. 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 and that cancellation fees apply as outlined on [www.foreigncredentials.org](http://www.foreigncredentials.org). 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.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_