



FOREIGN CREDENTIALS SERVICE OF AMERICA
APPLICATION FOR CREDENTIALS EVALUATION
Saint Edward's University

Dr. William J. Paver, Director
 1910 Justin Lane
 Austin, TX 78757-2411
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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		Email address
Address 1: your address:		Phone number(s)
		Fax number
Address 2: Office of Undergraduate Admission Saint Edward's University 3001 S. Congress Avenue Austin, TX 78704		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

BASE FEES (choose one only) 2 copies will be prepared. A non-refundable processing fee of \$25 is included in the base fee. Evaluations will be completed and mailed within about 2 weeks after all documents are received unless a rush service is selected below.

Detailed Evaluation of Coursework\$110 (US) **\$110**
 Includes the General Statement of Equivalency and provides a detailed course-by-course listing which is used to award transfer credit.

OPTIONAL FEES

- One Day Service (after receipt of ALL materials)**\$210 (US) .. above base fee .. _____
 One day evaluations are completed within 24 hours AFTER the receipt of the FCSA application, fees, and necessary educational documents, translations, etc. The evaluation will be returned by regular first-class mail unless overnight delivery is requested and paid.
- Rush Service (3 working days after receipt of ALL materials)**\$75 (US) .. above base fee .. _____
 Rush evaluations are completed in 3 working days AFTER the receipt of the FCSA application, fees, and necessary educational documents, translations, etc. The evaluation will be returned by regular first-class mail unless overnight delivery is requested and paid.
- U.S. Overnight Delivery**\$25 (US) .. per address .. _____
- Foreign Overnight Delivery (subject to carrier restrictions)**\$35 (US) .. per address .. _____
- Additional copies (FCSA basic service includes two copies of your evaluation)**\$25 (US) .. per add'l copy .. _____
 Copies of your evaluation are available for two years after the exact original date of your evaluation. If you need the additional copies mailed to more than the two addresses allotted above, write them in Section 6 of this application.
- Revisions (changing or adding to your original evaluation)**\$50 (US) _____
 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.

Base fee plus optional fee = **TOTAL**

Important note: FCSA will keep your completed evaluation on file in our office for exactly two (2) years from the completion date at the top of your evaluation. After that date, copies will not be available and you will need to reapply and resubmit the entire application package, including the full fee.

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, or 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: _____

From WITHIN the United States:
 I am enclosing my check drawn on a US bank, money order, or cashier's check made payable to FCSA.

From OUTSIDE the United States:
 I am enclosing my international money order or check drawn on a US bank made payable to FCSA.

From either within or outside the United States:
 Please bill my credit card: VISA MasterCard American Express

Name on card: _____ Credit card #: _____ Exp. date: ____/____/____

5. WHAT TO SUBMIT

1. REQUIRED DOCUMENTS The FCSA evaluation for Saint Edward's University requires that you submit copies of all original educational documents to FCSA. Documentation should include: final degrees, diplomas, and certificates plus full transcripts/marksheets/academic records showing all subjects studied, examinations, and grades. A final application packet should include the following:

- Copies of all original educational documents. Please note that as part of the application process, the Admission Office at Saint Edward's University will insist on viewing original documents, mailed directly from the issuing institution. For the purposes of this evaluation, however, photocopies provided to FCSA by the applicant are usually sufficient.
- Certified English language translations for all documents except those in Spanish or English (see below).
- Appropriate payment.
- Signature at the bottom of this form.

Please send all documents to: FCSA / 1910 Justin Lane / Austin TX 78757-2411. For further information, please email FCSA at info@fcsa.biz.

2. TRANSLATIONS If the documents are in Spanish, an English translation is still required, but it does not have to be a certified translation.

6. POLICY ON RETURN OF ORIGINAL DOCUMENTS

If original documents are submitted to FCSA for evaluation and you would like them to be returned, please check the box to the right and indicate the address where the documents in question should be mailed. Failure to follow these instructions may result in the non-return/destruction of the documents in question, for which FCSA will not be held accountable.

Please return my original documents to the following address:

7. COMMENTS

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

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 the evaluation is advisory and is not binding upon any agency or institution that uses it. 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 Application _____ Date _____