



**Submitting a Foreign Credentials Evaluation to the
Georgia State Board of Registration for
Professional Engineers and Land Surveyors**
www.sos.georgia.gov/plb/pels

Foreign Credentials Service of America
1910 Justin Lane
Austin, TX 78757-2411
www.fcsa.biz
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512-459-8428

For a Detailed Evaluation of Coursework

Please submit the following to FCSA:

- A completed and signed FCSA *Application for Credentials Evaluation* form (www.fcsa.biz/apply.shtml). Select the Basic FCSA Application form, which is available as a pdf document in either English or Spanish. If you are unable to access and/or print the form, FCSA will be happy to send a copy to you by other means. When filling out the form, be sure to select the Detailed Evaluation of Coursework, and to specify that your evaluation is intended for the Georgia State Board.
- Original or institutionally attested academic documents, including final degrees, diplomas, and certificates plus full transcripts / marksheets / academic records showing all subjects studied, examinations, and grades.
 - The Georgia Board prefers applicants' documents to be submitted directly to FCSA (1910 Justin Lane / Austin, TX 78757-2411) by the issuing institution. A document request form is available at our website (www.fcsa.biz/request_doc.shtml) to facilitate this process.
 - Alternatively, applicants may submit whatever original documents that they possess to FCSA (1910 Justin Lane / Austin, TX 78757-2411) for evaluation. Documents may be sent by regular mail, by courier, or may be hand delivered during standard business hours (Monday – Friday from 8:00 am – 5:00 pm).
 - See the *Application for Credentials Evaluation* form for information on having your original documents returned to you or forwarded to another party.
- For all non-English documents, *certified* translations into English. FCSA allows exceptions only in the case of Spanish language documents – while English translations are still required, they do not need to be certified. FCSA recommends the services of InLingua (www.inlingua-it.com) for professional document translations.
- Application fee of \$110, plus specified amount for any selected optional services. Fees are payable by check, money order, or credit card (Visa, MasterCard, American Express) only.

For an Evaluation to ABET Standards*:

Follow the same instructions as listed above, but with the following exceptions:

- On the *Application for Credentials Evaluation*, select Detailed Evaluation of Coursework *and* ABET Evaluation.
- The base fee for an ABET evaluation is \$150. This amount should be added to the fee for the Detailed Evaluation of Coursework (\$110) for a total of \$260. Remember also to include the listed fees for any optional services you have selected.

****If you are unclear as to whether you need an ABET evaluation as well as a detailed evaluation, please contact the Georgia State Board at (478) 207-2440.***

Evaluations will be completed approximately two weeks after all required items are received by FCSA. Rush services are also available upon request. Please see application for fee schedule and mailing options.