



**Submitting a Foreign Credentials Evaluation to the
Louisiana Professional Engineering and Land
Surveying Board (LAPELS)
9643 Brookline Ave, Ste 121
Baton Rouge, LA 70809
225-925-6291 www.lapels.com**

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

LAPELS stipulates that all applicants whose post-secondary education was earned outside of the United States submit both a Detailed Evaluation of Coursework and an ABET Evaluation.

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 **both** the Detailed Evaluation of Coursework **and** ABET Evaluation, and to include the mailing address for LAPELS (9643 Brookline Ave, Ste 121 / Baton Rouge, LA 70809) in one of the Address boxes.
- 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.
 - Applicants' documents must be submitted directly to FCSA (1910 Justin Lane / Austin, TX 78757-2411) **by the issuing university / institution**. A document request form is available at our website (www.fcsa.biz/request_doc.shtml) to facilitate this process. Please note that is a requirement of LAPELS, and that we cannot accept documents submitted by the client, nor can FCSA grant or petition for any exception to this policy.
 - See the *Application for Credentials Evaluation* form for information on having your original documents returned to you or forwarded to another party upon completion of the evaluation.
- 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. If needed, clients may request that FCSA forward copies of the documents (once received) to the party of their choice so that translations may be procured.
- Application fee of \$260 USD, plus specified amount for any selected optional services. Fees are payable by check, money order, or credit card (Visa, MasterCard, American Express) only.

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.