



Submitting a foreign credentials evaluation to the  
South Dakota Department of Education  
[www.state.sd.us/deca/OPA](http://www.state.sd.us/deca/OPA)

- \_\_\_ FCSA application <http://www.fcsa.biz/apply.shtml>
- \_\_\_ Original/attested academic documents sent to FCSA in a sealed envelope from the university of origin.  
Send to 1910 Justin Lane/Austin TX/78757-2411.  
Document request form [http://www.fcsa.biz/request\\_doc.shtml](http://www.fcsa.biz/request_doc.shtml)
- \_\_\_ Certified English translations, if necessary. If your documents are in Spanish, you may translate them yourself.
- \_\_\_ Fee for a detailed evaluation (\$110 payable by check, credit card or money order)

If you are licensed to teach in your home country, you also need to submit:

- \_\_\_ Teaching license or equivalent
- \_\_\_ Statement of good standing in the teaching profession in your home country.

Evaluations will be completed about two weeks after file is complete.  
Rush service is available. Please see application for fee schedule and mailing options.

Foreign Credentials Service of America  
1910 Justin Lane  
Austin, TX 78757-2411

*www.fcsa.biz info@fcsa.biz*  
*512-459-8428*