

City Colleges of Chicago and Educational Perspectives Evaluation Application

****PLEASE READ ENTIRE APPLICATION BEFORE SUBMISSION****

Purpose & Process

To verify obtaining a secondary education and to gain credits from a previous foreign institution you must have your credits evaluated. Please read the full instructions on all the pages of this application to ensure expedient return of your results. **Failure to follow all directions can delay the processing of your evaluation.**

A college transcript evaluation report will include a breakdown of all courses taken, a US credit, and the CCC course equivalent. Your evaluation report will identify the institution(s) attended, dates of attendance, credentials received, and the US equivalent of each credential you submit. Reports generated are only for the City Colleges of Chicago. A personal copy of the report can be obtained with an additional fee paid to the reporting company (see **pg 4**).

Once the report is completed an awards letter will be generated indicating secondary education verification and courses awarded based upon the credential evaluation report. The awards letter will be sent to the address printed on the application and the selected city college. Please visit an academic advisor to determine the next needed course work. The entire process takes 3 – 4 business weeks upon the receipt of all needed documentation.

Directions



Step 1 – Write in information on application (pg 4 & 5) (print in blue/black ink)

Check to see if signature is on bottom of pg. 5



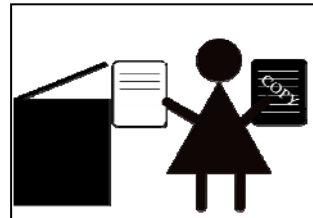
Step 2 – Obtain necessary documents for evaluation

read REQUIRED DOCUMENTATION Chart pg. 2

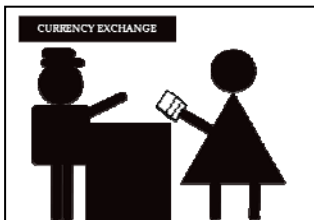


Step 3 – Translate all non-English documents

The City Colleges of Chicago does not provide a service to translate non- English documents.



Step 4 – Photocopy both non-English documents and translations



Step 5 – Obtain method of payment

Step 6 – Sign here

Signature _____

I have read the entire application and followed each step written in the section labeled "Directions". Failure to follow these steps and information in this application will delay the standard processing time of all reports. I approve notification of any missing information to be communicated through a letter sent to the address written in this application. The signature above is an admission all afore mentioned statements to be true. In addition, by signing I acknowledge my understanding and agreement of all policies, procedures, and language stated in this application and the City Colleges of Chicago.

Step 7 – Review steps 1-6

Step 9 - Submit/Mail package to address:

Office of International Students
City Colleges of Chicago
226 W. Jackson Blvd. 9th Floor
Chicago, Illinois 60606-6998

Step 8 – Place application, all photocopies, original non-English documents, and payment in envelope

An e-mail will be sent to what is listed on pg. 4 when application package has been processed.

****If you have any other questions please go to pg. 2****

Required Documentation

All applications require a photocopy of non-English documents, translations, and original non-English documents.

	Original official documents issued in English	Original official documents issued in official language	All documents must be sent directly to CCC by institution	Photocopies of non-English documents and translations
Afghanistan	X			
Argentina				X
Bangladesh	X			
Brazil				X
Bulgaria		X		
Cambodia				X
Canada			X	
China				X
Egypt				X
Eritrea	X			
Ethiopia	X			
France				X
Gambia				X
Greece		X		
Haiti				X
India				X
Iran		X		
Iraq	X			
Jamaica				X
Japan				X
Jordan				X

	Original official documents issued in English	Original official documents issued in official language	All documents must be sent directly to CCC by institution	Photocopies of non-English documents and translations
Korea				X
Kuwait				X
Liberia	X			
Malaysia				X
Mexico				X
Pakistan	X			
Philippines	X			
Poland				X
Qatar				X
Romania				X
Russia				X
Saudi Arabia				X
Sierra Leone				X
Singapore				X
Somalia		X		
Sri Lanka				X
Sudan	X			
Tanzania				X
Thailand				X
Ukraine				X
Vietnam		X		

Ghana Nigeria

Required Documentation:

- Senior School Certificate/General Certificate of Education
- Ordinary and/or Advanced Level Examination Results
- Official Transcripts or Academic Records beyond secondary school; and confirmation of all certificates, diplomas, and degrees awarded.

Documentation must be sent directly to Office of International Students by institution and/or West African Examination Council(WAEC)

West African Examinations Council Results

WAEC results must be submitted for evaluation.

Results after 1991 (1991 – present):

Obtain a scratch card
Place information on application (pg. 4)
(access www.waecdirect.org for instructions)

Results before 1991 (1951 – 1991):

Request copy of results sent directly to address on pg. 1
(access www.waecnigeria.org for instructions)

India Pakistan

- Consolidated statements of marks are not acceptable for post-secondary institutions.
- Provide all official statements of marks for each year of Educational History

Frequently Asked Questions

Q. How long does the process take?

A. The standard time for all evaluations is 3 – 4 business weeks.

Q. Is there a rush service available with an additional fee?

A. No. The standard time is 3 – 4 business weeks when all required documents have been submitted.

Q. What if I don't have the original of the non-English Documents?

A. No problem. Please send in the non-English documents you do have but it does not guarantee an actual evaluation can be completed. Remember it is policy that refunds are not given once the application has been submitted.

Q. What if I need another award letter?

A. Copy of award letters can be obtained by contacting the Office of International Students.

Q. Can I get my original documents returned to me?

A. Yes. All original documents will be sent along with your award letter when the evaluation is complete.

Q. What is a Course-by-Course Evaluation Report?

A. This report indicates how courses at your original institution fit within the courses offered at the City Colleges of Chicago.

Q. Can I get a copy of my own report?

A. Yes. A copy of your evaluation report can be obtained by contacting the evaluating company Educational Perspectives(nfp).

Q. Why don't I see all of my courses in the awards letter?

A. The courses that have the equal amount of credits and fit courses offered in the City Colleges of Chicago can be transferred which will be listed in the award letter.

Q. Where can I get a cashier check or money order?

A. A cashier check can be picked up from your bank. Money orders can be picked up from a post office or currency exchange.

Q. What if I don't have translations of my non-English documents?

A. Translations of non-English documents can be obtained from translating companies or by an embassy office.

For more information contact • e-mail: interstudent@ccc.edu • office phone: (312) 553-3441 • fax: (312) 553-3346

Payment & Fees

Two Money orders or Cashier checks must be provided

CASH OR PERSONAL CHECKS ARE NOT ACCEPTED

The evaluation will **NOT** begin until all required fees have been paid in FULL with correct payment

College Transcript Evaluation Fee

Fee includes high school transcript evaluation if submitted together.

Money Order/Cashier Check 1

\$25.00 *City Colleges of Chicago*

Money Order/Cashier Check 2

\$175.00 *Educational Perspectives*

High School Transcript ONLY Fee

Money Order/Cashier Check 1

\$50.00 *City Colleges of Chicago*

Money Order/Cashier Check 2

\$75.00 *Educational Perspectives*

Money Orders - A money order can be obtained from a local currency exchange or post office

Cashier Checks – A cashier check can be obtained from your local bank

NO REFUNDS will be given once an application has been submitted or if the evaluation has been cancelled.

Policies & Procedures

Requests for additional Information or Documents

Upon review of your application and documents, we may determine that additional information is required in order to complete your evaluation. In this case, an 'Information Request' will be issued specifically stating what is further required. This request will be sent by regular USPS, however Educational Perspectives will attempt to contact you via telephone, fax, or email to inform you of our request. Educational Perspectives reserves the right to contact educational and governmental institutions in order to obtain additional information regarding the academic program(s) you completed or to verify the authenticity of documents submitted for evaluation. An evaluation report will be prepared only after sufficient documentation has been received.

Evaluation Cancellation

In the event an applicant's file becomes idle for a period of 4 months, the City Colleges of Chicago reserves the right to cancel an evaluation. After the cancellation of a report, a new application with fees must be submitted to have an evaluation processed.

Re-Evaluations

Requests for a re-evaluation based on documents, which were not submitted with an original application will be treated as a new evaluation request. A second payment for the service requested must be made before an evaluation will be prepared.

Refund Policy

Fees are not refundable once an application has been submitted. No refunds will be made if an application is cancelled or if required documentation is not provided.

Equivalencies and Revisions

The conclusions stated in our evaluation reports are based on in-depth research utilizing the best information and resources available to evaluators in the United States. Our judgment is based on this research and is reflected in the evaluation report. As additional information becomes available, Educational Perspectives reserves the right to reassess our equivalencies of acceptable credentials.

Documentation Issues

We do not return or release any official academic documentation sent directly to us by the issuing institution; English translations, curricula, or syllabi. Academic credentials sent directly to us by the issuing institution become the property of Educational Perspectives.

If you submit forged or altered documents no evaluation report will be prepared, your documents will not be returned, and you will not receive a refund fees paid. In addition, this information will be shared with other evaluation agencies and appropriate institutional authorities.

City Colleges of Chicago cannot be held accountable and accepts no liability for loss or damage to documents sent to and from our office.

Although every effort is made to protect your documents from loss or damage, it is suggested that you send valuable or irreplaceable documents via a reputable courier service.



Fill-in all information with blue/black ink and place signature on bottom of page 5

PLEASE PROVIDE AN ACCURATE E-MAIL ADDRESS
Failure to do so will delay your evaluation

Section 1 Person for whom the evaluation is to be prepared (PLEASE PRINT LEGIBLY)

Name: _____
(Family/last) (Given/first) (Second/middle/maiden)

Email: _____ **US Social Security Number:** _____
(please use all capital letters) (If available)

___ **Male** ___ **Female** **Name on educational credentials:** _____
(If different)

Date of Birth: ____/____/____ **Student ID#:** 0 0 0 _____
Month Day Year (If available)

Mailing Address: _____
(Number) (Street) (Apt. #)

(City & state) (Zip or postal code) (Country)

Daytime Telephone: (____) _____ **Evening Telephone:** (____) _____

Fax :(____) _____ **Country of Study:** _____

Examination #: _____ **Scratch Card PIN#:** _____
(Nigeria or Ghana only) (Nigeria or Ghana only)

Card Serial #: _____
(Nigeria or Ghana only)

Has the person listed above had an evaluation done by this service before? ___ **If yes, Reference #** _____
Are the credentials to be evaluated being sent to our office directly from the foreign institution? **Yes** ___ **No** ___

Section 2 Select type of evaluation (place check next to choice)

- City Colleges of Chicago College Transcript Evaluation Report**
Money Order/Cashier Check 1 *Money Order/Cashier Check 2*
\$25.00 City Colleges of Chicago \$175.00 Educational Perspectives
- City Colleges of Chicago High School Transcript ONLY Evaluation Report**
Money Order/Cashier Check 1 *Money Order/Cashier Check 2*
\$50.00 City Colleges of Chicago \$75.00 Educational Perspectives

NOTE: NO PERSONAL CHECKS OR CASH ACCEPTED
TWO MONEY ORDERS AND/OR CASHIER CHECKS

Section 3 Payment Calculation

Fee	Money Order/Cashier Check 1	Money Order/Cashier Check 2
Educational Perspectives College Evaluation High School Evaluation \$175.00 \$75.00 (add to Money Order/Cashier Check 2)		\$
City Colleges of Chicago College Evaluation High School Evaluation \$25.00 \$50.00 (add to Money Order/Cashier Check 1)	\$	
Course-by-Course Evaluation Report \$50.00 (add to Money Order/Cashier Check 2)		\$
Total	\$	\$

Section 4 College Selection

Place a check next to the College(s) the awards letter should be mailed. (Please note all letters are mailed to the College's Records/Registrars office)

- | | |
|---|--|
| <input type="checkbox"/> Richard J. Daley College | <input type="checkbox"/> Harold Washington College |
| <input type="checkbox"/> Kennedy-King College | <input type="checkbox"/> Malcolm X College |
| <input type="checkbox"/> Olive-Harvey College | <input type="checkbox"/> Harry S Truman College |
| <input type="checkbox"/> Wilbur Wright College | |

Section 5 Educational History

Please list all educational institutions you attended or are currently attending. Begin with secondary school and provide dates. Print the name of each certificate, diploma, or title you received in English and in the native language. Use a separate sheet, if necessary.

Name of Institution	Location (city, country)	Dates of attendance From To	Name of Certificate, Diploma, or Title (received in English and in native language)

Section 6 Certification

I certify that all of the information provided on this application is complete and correct to the best of my knowledge. I certify that I have read all of the information appearing on this application and the instructions, and that I accept and understand the terms and conditions stated therein. I understand that the evaluation reports prepared by City Colleges of Chicago and Educational Perspectives are advisory and are not binding on any institution, organization, or agency, which may use them. I release City Colleges of Chicago and Educational Perspectives from any liability for damages resulting from the use of an evaluation report by me, or any third party. I agree to reimburse City Colleges of Chicago and Educational Perspectives for any and all costs including legal expenses, which may result from any claim(s) that I (or anyone having any interest in my earnings or services) may make, based on the evaluation determination. I release City Colleges of Chicago and Educational Perspectives from any liability for damage to or loss of any documents submitted. I understand that the information provided by City Colleges of Chicago and Educational Perspectives on the application and instructions is subject to change without notice. I understand that if false information or forged, altered, or falsified documents are submitted to City Colleges of Chicago and Educational Perspectives at any time, no evaluation report will be prepared, no refund will be given, the designees for copies of the evaluation report will be notified, my documents will not be returned, and the information will be shared with academic institutions, government agencies, professional organizations and other evaluation agencies.

This application creates a contract between City Colleges of Chicago and the person who has signed the application. If the signer is not the person whose educational credentials are being submitted for evaluation, the act of signing certifies that the signer is acting on behalf of the person whose credentials are involved, and has the authority to do so.

If you are signing on behalf of the student, what is your relationship to the student?

Today's Date _____ Signature _____

Name (printed) _____