



## FOREIGN CREDENTIAL EVALUATION REQUEST FORM

### Steps to Apply

1. **Submit an application** - Download this application, fill it out, and email it to [intake@spantran.com](mailto:intake@spantran.com). Include scans of your personal copies of your transcript(s), degree certificate/diploma(s), and a government-issued photo ID

**SpanTran: The Evaluation Company**  
 450 7th Avenue, suite 1107  
 New York, NY 10123

*If you have questions about this application, please call (646) 475-2570. You can also apply in-person at our Manhattan office at the address above*

### PART 1: PERSONAL DETAILS

Name (Given Name) (Surname): \_\_\_\_\_

Date of Birth (Month) (Day) (Year): \_\_\_\_\_

Name on Academic Document(s) (if different): \_\_\_\_\_

Country/ies of study: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_ Sex: Male Female

**Educational History:** list all schools attended, along with the name and date of any educational credential earned

Type of Degree	School	Country	# Years of Study and Graduation Date

### PART 2: WHICH EVALUATION DO YOU NEED?

If you only went to high school outside of the U.S., please select the General Analysis.

If you attended a university in another country, want to transfer credit, or are applying to any health programs at COTC, please select the Course Analysis.

Service Type	10 Day Turnaround Time	5 Day Turnaround Time	2 Day Turnaround Time
General Analysis (document-by-document)	\$75	\$125	\$150
Course Analysis (course-by-course, includes courses, credits, and a GPA)	\$150	\$250	\$370

## PART 3: TRANSLATION

### Translation

If your documents are not in English, we require a **certified** translation to be submitted with your documents. If you do not have a certified translation, we can provide a quote for this service after you submit your application. Please select one of the following options:

- All my documents are in English.
- My documents are originally in a foreign language, but I will provide a **certified** translation of them with copies of the original documents.
- My documents are in a foreign language, and I need a quote for translation services (once quote is accepted, payment is required up front).

## PART 4: VERIFICATION

### Verification

SpanTran requires that all university level credentials and many secondary credentials be verified directly with the institution that conferred the credential. There are two options: 1. You may arrange for verification on your own by having your conferring institution send us your official transcripts or 2. you can pay for us to reach out to your institution and verify on your behalf. PLEASE NOTE: Verification is not required for secondary (high school) level studies unless those studies were completed in Nigeria, Liberia, Ghana, Sierra Leone, the Gambia, Dominican Republic, Haiti, or Vietnam.

#### Please select one of the following:

- I will arrange for my issuing institution(s) to send my official transcripts directly to SpanTran (further instructions will be provided when we receive your application)
- Please perform Verification Services (costs are below)
- My documents are secondary (high school) and are *not* from Nigeria, Liberia, Ghana, Sierra Leone, the Gambia, Dominican Republic, Haiti, or Vietnam.

#### Verification costs:

Mexico (\$75)

Canada, United Kingdom (\$85)

Russia, Ukraine (\$120)

Algeria, Egypt, Liberia, Morocco, and Tunisia, Bahrain, Iran, Israel, Jordan, Kuwait, Oman, Yemen (\$120)

Bangladesh, Bhutan, China, India, Indonesia, Japan, Malaysia, Myanmar, Nepal, Pakistan, Singapore, South Korea, Sri Lanka,

Taiwan, Thailand, Turkey, the Maldives, and Vietnam (\$120)

Nigeria (\$175)

All other countries (\$60)

High school verification for Nigeria, Liberia, Ghana, Sierra Leone, the Gambia, Haiti (\$60)

## PART 5: DELIVERY OF EVALUATION

SpanTran will send COTC an electronic copy of your evaluation at no charge.

Two hardcopies of the evaluation and translation (if ordered) are included in the price for your personal use. If you'd like to receive your hardcopies, you need to pay for mailing. You can also choose to have the copies sent to other universities/employers. Mail sent to non-residential addresses must be sent via courier.

- Email to the address provided above
- Mail to US address with USPS (\$5 per sealed copy, **no tracking information provided**)
- Mail to US address with Courier (\$30 per sealed copy, **tracking information is provided**)
- Pick up in person (New York, Miami, Los Angeles, or Houston)

Address 1

Address 2

## PART6: PAYMENT & TERMS AND CONDITIONS

### HOW ARE YOU PAYING?

- Credit/Debit Card (Visa, MasterCard, American Express or Discover)
- Cash (can only be paid in person at our NY, Houston, or Miami Intake Office)
- Money order payable to SpanTran, Inc. Send to SpanTran: The Evaluation Company, 2400 Augusta Drive, suite 451, Houston TX 77057.

**WE DO NOT ACCEPT PAYPAL, PERSONAL CHECK OR BANK TRANSFER**

### CREDIT CARD INFORMATION:

Name \_\_\_\_\_

Card Number \_\_\_\_\_

Security Code \_\_\_\_\_ Exp. \_\_\_\_\_ / \_\_\_\_\_

Zip Code for Card Billing \_\_\_\_\_

### Acceptance of our terms and conditions:

I am age 18 or older, or I am a parent or guardian of the person whose credentials are to be evaluated, and I agree that:

1. SpanTran will only process the evaluation when my file is complete and all fees are paid.
2. I authorize SpanTran to release and request information from institutions listed to verify my academic credentials.
3. My evaluation and/or translation will be based exclusively upon the documents I submit as part of my application and I certify that all information and documentation I provide to SpanTran is true and accurate.
4. Once an evaluation application is accepted and the fee is paid, all fees paid are non-refundable except for fees judged by SpanTran to be overpayments for services not needed. If we do issue a refund, we will charge a \$50 processing fee.
5. There will be no refund if we do not perform an evaluation because fraud is discovered with regard to the credentials being evaluated. If fraud is found, SpanTran will advise the relevant parties listed in this application such as the academic institution, agency, or employer. SpanTran will not be liable for any damages as a result. I will pay any legal fees or expenses resulting from any claim I make based on incorrect information I provide to SpanTran.
6. Once an evaluation is issued, I have 30 days to submit in writing any questions or objections and to do so one time. SpanTran may or may not make any changes to the evaluation.
7. SpanTran is not responsible for mail that is lost or wrongly delivered by the post office or a courier.
8. If I am paying by credit card, I agree for this account to be charged for the total amount of all services requested in this application.
9. SpanTran reserves the right NOT to accept this application for any reason. If your application is not accepted, no fee will be charged.

You will be supplied with a reference number. If you believe your case has been completed but have not heard from us, please send an email to [Intake@spantran.com](mailto:Intake@spantran.com) and include your reference number.

**Signature**

**Date**