



Houston Community College

FOREIGN CREDENTIAL EVALUATION REQUEST FORM

Steps to Apply

1. Download this application, fill it out, and email it to apps@spantran.com. Include scans of your personal copies of your transcript(s), degree certificate/diploma(s), and a photo ID

NOTE: If you want to try and transfer credit to HCC, you must select the Course Analysis report. Please see the bottom of Part 2 below for more info.

**SpanTran: The Evaluation Company
2400 Augusta Drive, Suite 451
Houston, TX 77057**

If you have any questions, please call (713) 266-8805. You can also visit our Houston office at the address above

PART 1: PERSONAL AND ACADEMIC DETAILS

Name (First) (Middle) (Last): _____

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 (high school, bachelor's, master's)	Name of School Where You Studied	Country Where You Studied	# Years of Study and Graduation Date

PART 2: EVALUATION & COURSE DESCRIPTIONS

Please select the course-by-course evaluation (Course Analysis) if you attended any university/college abroad, or if want to try and transfer credit

If you only attended high school abroad, please select the document-by-document (General Analysis).

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

NOTE: For an additional charge of \$25 per course, we can add course descriptions to any Math, Science, or Engineering courses, as part of the Course Analysis above to make for a more accurate transfer of these courses. You will need to provide us with a syllabus/student plan and its translation if the document isn't in English. We can also quote for translating the relevant information for courses you want to transfer. **This is optional and not a requirement for getting a Course Analysis or for applying to HCC**

Math, Science, or Engineering courses you want to transfer:

Total number of courses to transfer (\$25 each):

PART 3: TRANSLATION AND VERIFICATION

TRANSLATING AND VERIFYING DOCUMENTS:

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).

Verification (REQUIRED)

To avoid fraud, all academic documents you submit must be verified by your conferring institution. 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, Haiti, or Vietnam.

NOTE: In some cases, evaluations may be placed on hold until the verification is received.

Please select one of the following:

- I will arrange for my issuing institution(s) to send my official transcripts directly to SpanTran. Instructions will be provided once you apply
- Please perform Verification Service (costs below)
- My documents are secondary level (high school) and are *not* from Nigeria, Liberia, Ghana, Sierra Leone, the Gambia, Haiti, or Vietnam

Verification for:

Mexico (\$75)

Canada, United Kingdom (\$85)

Russia, Ukraine (\$120)

Algeria, Egypt, Liberia, Morocco, and Tunisia (\$120)

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, the Maldives, and Vietnam (\$120)

Nigeria (\$175)

All other countries (\$60)

High school (WAEC/NECO only) (\$60)

PART 4: DELIVERY

SpanTran will send Houston Community College 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 hardcopies, please tell us below where you'd like us to send them. If more copies are needed, please contact us. Extra fees apply for more copies.

- 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 or Houston)

Address 1

Address 2

PART 5: 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 _____

TERMS AND CONDITIONS

- WE DO NOT PERFORM YOUR EVALUATION UNTIL YOUR FILE IS COMPLETE AND YOUR FEES ARE PAID.
- 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 Status@spantran.com and include your reference number.

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.

Signature

Date