

SPANTRAN APPLICATION FOR KENNESAW STATE UNIVERSITY

This application form consists of six parts:

1. Your personal and academic details
2. Credential Evaluation Type
3. Additional costs
4. Delivery
5. Payment
6. Important information & terms and conditions

FILL OUT AND SEND TO apps@spantran.com include a photocopy of your ID (driver's license, passport, etc.)

YOUR SCHOOL MUST MAIL YOUR OFFICIAL DOCUMENTS IN A SEALED ENVELOPE DIRECTLY TO SPANTRAN. THE ADDRESS IS 450 7TH AVENUE, SUITE 1004, NEW YORK, NY 10123. WE WILL NOT BEGIN THE EVALUATION UNTIL WE'VE RECEIVED YOUR DOCUMENTS

PART 1: PERSONAL AND ACADEMIC DETAILS

Name _____
LAST FIRST MIDDLE

Date of Birth _____ Country/ies you have grades or licenses from _____
MONTH/DAY/YEAR

Your name on Academic Document _____
LAST FIRST MIDDLE

Male Female | Phone Numbers: Cell () _____ - _____ Home () _____ - _____

E-Mail Address _____

PART 2: YOUR CREDENTIAL EVALUATION

Basic Cost of Credential Evaluation

The cost of each credential evaluation depends on how fast you need it. Please select one of the following and then provide the information on the person requesting the evaluation:

Service Type	10 Day Turnaround Time	5 Day Turnaround Time	2 Day Turnaround Time
Course Analysis (lists courses, grades, and GPA)	\$150	\$250	\$370

Degree(s) you want evaluated: (Fill out below)

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

PART 3: TRANSLATION

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).

PART 4: DELIVERY

SpanTran will provide Kennesaw State University with an electronic copy of your evaluation at no charge. Two hardcopies of the evaluation and translation (if ordered) are included in the price of the evaluation for your personal use. You can send both copies to one address or one copy to each of two addresses. If more than two copies are needed, please contact us to make arrangements. Extra fees may apply for more than two copies.

- Email to the address provided above
- Mail to US address with USPS (\$5 per address)
- Mail to US address with Courier (\$30 per address)
- Pick up in person (New York, Miami or Houston)

ADDRESS 1	ADDRESS 2
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PART 5: PAYMENT

HOW ARE YOU PAYING?

- Cash may only be paid at our NY, Houston, or Miami Intake Office
- Money order payable to SpanTran. Send to SpanTran, 2400 **Augusta Drive, Suite 451, Houston, TX 77057**. Write on the money order the name of the person matching the name listed in Part 1
- Credit Card: (Visa, MasterCard, American Express or Discover).

CREDIT CARD INFORMATION:

Name _____

Card No. _____

Security Code _____ Exp. _____ / _____

Zip Code for Card Billing _____

Evaluation Fee(s)	Translation Fee (s)	Verification Fee(s)	Delivery Fee(s)	Total

PART 6: IMPORTANT INFORMATION & TERMS AND CONDITIONS

- We do not return documents to you. Therefore, **DO NOT SEND ORIGINALS OF YOUR ACADEMIC DOCUMENTS.**
- **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.
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 is not responsible for lost or damaged original documents and requests that you do not submit any original documents with your application.
10. 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 _____