



FOREIGN TRANSCRIPT EVALUATION REQUEST FORM

Steps to Apply

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

2. **Verify your credentials. You have two options:**

Option 1 – Have your official transcripts mailed/emailed to SpanTran by the university registrar/records office of your foreign university. Anything sent by anyone other than the university will be considered unofficial. If you have questions about what needs to be sent, please email us at intake@spantran.com.

Option 2 – Pay for our Verification services. We will reach out to your university directly to confirm the authenticity of your studies (see **Part 3** of this application for more information). You will still need to provide scans of your transcript(s)/diploma(s).

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

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

PART 1: PERSONAL 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	School	Country	# Years of Study and Graduation Date

PART 2: EVALUATION

TSU requires that you submit a course-by-course evaluation (Course Analysis). Please select a turnaround time below.

Service Type	10 Day Turnaround Time	5 Day Turnaround	2 Day Turnaround Time
Course Analysis (lists courses, grades, and 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

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 offered for secondary (high school) level studies unless those studies were completed in Nigeria, Liberia, Ghana, Sierra Leone, the Gambia, 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. I am including payment for the following services:

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, P a k i s t a n, Singapore, South Korea, Sri Lanka,

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

Nigeria (\$175)

All other countries (\$60)

PART 5: DELIVERY

SpanTran will send Texas Southern University 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 Status@spantran.com and include your reference number.

WE DO NOT PERFORM YOUR EVALUATION UNTIL YOUR FILE IS COMPLETE AND YOUR FEES ARE PAID.

Signature

Date