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Evaluation of Your Non-USA Education **For Academy of Art University students** Applying for the **Master of Architecture (MArch)** Program

As a transferring international student you are required to have your international (non-USA) undergraduate education evaluated to establish its' U.S. equivalence and to determine how many General Studies credits you have. The following 4 pages are provided to you to facilitate that process. The first 2 pages are the application form; and Pages 3 & 4 are instructions.

FEES and Related CODES are on Page 3 and are reviewed below:

| | Services Type | Code | Amount |
|----|--|-------------|---------------|
| | Basic Evaluation | U | \$195 |
| + | Course List (Up to 60 course title) | C | \$130 |
| + | Delivery Evaluation to the AAU | M1 | \$15 |
| + | Return of Official Documents to you (In U.S.) | M1 | \$15 |
| Or | Return of Official Documents to you outside U.S. | I | \$100 |
| + | If your transcripts and/or Diplomas need to be translated to English see fees on Page 3 (Codes Tt and Ts) | | |
| + | See Page 3 for Rush Service options. Without the Rush Service an evaluation may take about 4 to 6 weeks to complete. | | |

Please complete the application and **MAIL (Courier) to ERES all of the following:**

- **Your completed application with payment; and**
- **All OFFICIAL (Original) transcripts for each school attended; and**
- **Original Diplomas/Degree Certificates.** (If your Bachelor's degree was less than 4 years you should also include your high school certificates).
- If documents have been officially translated to English, the original (OFFICIAL) documents in the original language should also be included. **ALL ORIGINAL DOCUMENTS WILL BE RETURNED TO YOU.**

Please carefully review the above and the attached pages. If you need assistance please email: edu@eres.com or phone 916-921-0790. Whenever you contact ERES be sure to indicate that you are an M-Arch candidate and provide your official name.



Application for Education Evaluation

→ (For: **ACADEMY OF ART UNIVERSITY– Master of Architecture Applicants**) ←

Print out this form, fill it out completely in ink, and follow the instructions on Paged 3 & 4.

1. Full name (printed) as you wish it to appear on the evaluation report: _____
First Middle Family Name (or Last Name)

2. Other names appearing on your school records: _____

If your name on the school records is different from #1 above, you must submit a copy of your Marriage Certificate or Court Order, etc. to verify your name change. If not, we will use the name(s) given on your school records.

3. Address _____

E-mail _____

*** VERY IMPORTANT—PRINT CLEARLY, ALL CAPITAL LETTERS – YOUR COPY OF EVALUATION IS EMAILED TO YOU**

4. Check here to have report mailed to an address different from above:
 Note: Requires Service M₁ Fee (below) for Certified Mail.

Contact Name Katie Taylor or Nick Nelson/MARCH

Address Academy of Art University, Graduate Admissions
79 New Montgomery Street, 4th Floor
San Francisco, CA 94105

5. Home: (____) _____ - _____

Mobile: (____) _____ - _____

Best time to call: _____

6. Date of birth: * ____/____/____
Month Day Year

(*Please Using Letters for Months, such: Jan, Feb...)

You are: male female

Native Language: _____

7. Date submitted: ____/____/____
Month Day Year

Date needed: ____/____/____
Month Day Year

Check if you **MUST** have the report by a certain date. Please explain: _____

8. See Fee Schedule (Page 3) before checking any of the following choices:

- 15-day rush service (R₁₅)
- 10-day rush service (R₁₀)
- 5-day rush service (R₅)
- One-day rush service (R₁-Call First)
- Same-day rush service (R₀-Call First)

9. List below ALL secondary schools, colleges, and universities that you have attended. Attach extra pages if necessary.

| Level of Education | Institution | Country | Year Entered | Year Left | Diploma, Degree, Title you earned as written on original documents |
|--------------------|-------------|---------|--------------|-----------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

10. Be sure to submit documents for the above schools: See Item #10 on Page 4.

11. Using code letters from the attached **Fee Schedule (Page 3)**, circle the services you are requesting. Indicate how many in the box:

| Services: | H | U | C | G | Q | T _T | T _S | V | R ₁₅ | R ₁₀ | R ₅ | R ₁ | R ₀ | M ₁ | M ₂ | M ₃ | I | E _{1A} | E _{1B} | E ₂ | F ₁ | F ₂ | F ₃ | X |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| How Many? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Reminders: • When your documents need to be mailed back to you, you must pay the M₁ (\$15) Fee-See M₁, Page 3;

• Rush Service (R₁₅, R₁₀, R₅, R₁, R₀) requires that TOTAL payment be by Money Order (or Cash). Total Payment: \$ _____

FOR OFFICE USE ONLY

Date received: ____/____/____ Amount paid: \$ _____ Method of payment: _____

Reference #: ____ - ____ - ____ Assigned to: _____ Entered in database:

Tr: _____; Dip: _____; Bks: _____; Ced: ____; Syll: _____; Other: _____ Total: _____

ERES GENERAL EVALUATION FEE SCHEDULE

For Nursing-Use Other Forms

We are pleased to have the opportunity to work closely with you to determine the equivalency of the education you received outside the United States of America. Our application form is simple and, on Page 4, we have some [helpful tips](#) for you to make it even easier. If you have questions, please call or send us an e-mail.

Below are the fees we charge for normal evaluations and the **code letter to mark on your application**. You will be notified if your evaluation requires additional fees. **After we determine that the application is complete, the evaluation process begins and there is no refund for cancellation.**

An ERES evaluation is a multi-page report which describes the purpose of your evaluation, the programs you attended and their U.S. equivalency, the status and location of schools you attended and

associated dates, the documentation you submitted, our research references and other relevant details. Our evaluation is advisory in nature and subject to the policies of the institution to which it is submitted.

Paying for our services

Payment must be made by check or money order (payable to E.R.E.S.) or by Visa/MasterCard/Discover/AMX at the time you submit your application. If you use a credit card, fill out the blanks at the end of the application form. If you send us a personal check, your evaluation may be delayed. **Penalty for checks returned for non-sufficient funds is \$25. For rush service (R₁₅, R₁₀, R₅, R₁, & R₀), payment for all services requested must be made by cash or money order.**

♦ All fees are subject to change without notice.



For Each Service You Need Circle Letter Code (below)

Note: Evaluations normally take 5 to 7 weeks to complete, see below for Rush Option

Then Mark Code on Bottom of Page One

| ■ BASIC EVALUATION: (Must Choose H, U) | | | ◆ RUSH SERVICES (Pay Total with Cash or Money Order) ◆ | | |
|--|---|---------------------|---|---|---|
| H | High School Grade-Level Placement | \$220 | R₁₅ | 15-Day Rush Service* (ready to pick-up or be mailed in 15 or 16 business days after receipt of complete application & payment. *Usually 15 days (sometimes 16 days)) | \$65 |
| Our evaluation helps you be admitted to high school by describing the education you have received and a list of your courses/subjects with the U.S. equivalent high school credits, and grades. We also recommend the grade level at which you should start high school in the U.S. | | | R₁₀ | 10-Day Rush Service* (ready to pick-up or be mailed in 10 or 11 business days after receipt of complete application & payment. *Usually 10 days (sometimes 11 days)) | \$85 |
| U | General Evaluation (Course List Not Included) | \$195 | R₅ | 5-Day Service* (ready to pick-up or be mailed in 5 or 6 business days after receipt of complete application & payment. *Usually 5 days (sometimes 6 days)) | \$145 |
| This will certify the highest U.S. equivalent level of education you attained: high school completion and ALL college/university levels up to, and including, the equivalent of a U.S. Baccalaureate, Master's or Doctoral degree. | | | R₁ | 1-Day & Same Day Rush Service (Call ERES to check availability). | 1-Day: \$235 Same-Day: Call |
| Over three (3) programs or institutions or unusually complex evaluation may incur extra charge: \$50 to \$100 | | | *Counting Rush Service Days begin the next day when complete order is received after 11am. Usually evaluation without rush service will take 5 to 7 weeks to complete. If you have a special deadline, you can call office make special arrangement | | |
| ■ ADD ANY OF THE FOLLOWING SERVICES YOU NEED | | | ◆ MAILING SERVICE (See Bottom Page 4) ◆ | | |
| C | Course List (Up to 60 Courses*): Add to 'U' above | \$130 | M₁ <small>(U.S. Only)</small> | Certified Priority Mail Fee — (\$15 Applies for each address: Such as—when documents & report are mailed to same address fee is \$15; when documents & report are sent (separately) to different addresses fee is \$30 (2 x M ₁), etc. (M1: U.S. Address Only) | \$15 <small>(U.S. Address Only)</small> |
| We list all your post-secondary courses, the U.S. equivalent semester units of credit and grades. In most cases, we will indicate the Level (lower and upper division, or graduate level) for each course at no extra charge. Secondary (High School) courses also can be listed upon request. | | | M₂ <small>(U.S. Only)</small> | 1 to 2 Day Express Service — Completed report is delivered in 1 to 2 days. (M2: U.S. Address Only) | \$35 <small>(U.S. add. Only)</small> |
| Available only with 'U' above. | | | M₃ <small>(U.S. Only)</small> | Overnight Courier Service — Completed report is delivered next day. (M3: U.S. Address Only) | \$70 <small>(U.S. add. Only)</small> |
| *Transcripts with over 60 courses require additional payment Ranging from \$50 to \$100. | | | I | Return of original documents and/or reports by courier to all countries outside the U.S. | \$100 <small>(International)</small> |
| | | | ◆ EXTRA COPIES ◆ REVISIONS ◆ CANCELLATIONS ◆ | | |
| G | Grade Point Average (GPA) ONLY Available when you also Selected "C" (above) | \$50 | E_{1A} | Copy: An official copy of your evaluation requested after the initial application) -See Copy Order Form | \$30 |
| Q | Consultation (30-minute Appointment) | \$35 | E_{1B} | Copy: w/Small change (e.g. Purpose) -See Copy Order Form | \$35 |
| ◆ TRANSLATION & VERIFICATION SERVICES ◆ | | | E₂ | Each Additional Copy with Initial Request | \$20 |
| T_T | Translation of up to 60 courses (C) | \$100 | Above Copy Options DO NOT Apply to Nursing Evaluation | | |
| T_S | Translation of any supporting documents | \$30 | ◆ REVISION ◆ | | |
| V | Verification of translation done by a translator outside of the U.S. | \$50 | F₁ | Revision of a previous evaluation based on new information — small to moderate changes | \$70 |
| X | Cancellation: Minimum fee to cancel an evaluation before the application is processed (Does not apply to nursing evaluations) | \$50 to \$75 | F₂ | Revision of a previous evaluation Based on major changes | \$100 |
| | | | F₃ | Rewrite of a previous evaluation: Sometimes necessary for a variety of reasons | About \$150 |

Helpful Tips and Instructions

for Completing the Application

For assistance, please contact ERES by: Phone; email; fax; or regular mail

The Numbers Below Refer to the Questions on the Application

#2: You must show that you are the same person named on your educational records. If any of your records refer to you by a name different from what you listed in #1, list that name and attach a copy of your marriage license or some other documentation that shows your name has been legally changed. **If you cannot provide documentation** of an official change in your name, we will **not** use the name you listed in #1; instead, we will use the name(s) given on your official educational records.

#4: An M₁ fee (see Fee Schedule on Page 3) will apply when your official evaluation is mailed to an address different from #3. **you will always receive an unofficial copy of your evaluation whether you use one or two addresses.**

#8: Ordinarily the evaluation is completed within 4 to 6 weeks after your application is complete (Nursing Licensure evaluations can take 5 to 7 weeks). If you need it sooner, give the date you need it (in the line above #8) and add the appropriate fee to your payment. (See Items: R₁₅, R₁₀, R₅, R₁ and R₀ on the Fee Schedule)

#9 & #10: It is important that you provide complete information for **ALL** the schools you have attended at each level of your education, even if you no longer have official records from them. (Your pre-college documents may not be necessary.) Give the name of each diploma, leaving certificate, degree, or title you earned.

You **must submit ALL** the educational documents issued to you by the schools you wish to have included in the evaluation (transcripts, diplomas, certificates, etc.). For graduate level degrees, diplomas and certificates, you must include the undergraduate documents (transcripts, diplomas, etc.) that lead to the graduate program.

Submit the documents in both the original native language and translated into English. Translations should have the school seal or be prepared by a certified U.S. translation service. ERES can provide translation services for Arabic, Chinese, Finnish, French, German, Hungarian, Italian, Japanese, Russian, Romanian, & Spanish, etc. See Items T_r and T_s, on the Fee Schedule, Page 3. Call ERES if you need assistance finding a translation service.

Submit only original, official documents issued by the schools you attended. If you have already submitted your official documents to a school or agency that requested the evaluation, you should have "Certified True Copies" of the documents send directly to us from the school or agency. Nursing Board applications must have transcripts sent directly to ERES from the schools attended.

#17: Check carefully that your application is complete before mailing. A **complete** application consists of the documents from the schools listed in #9 above and the payment for the total of all the services you have requested. When complete, send your application package to us. **Note that we are not responsible for your documents during the time they are in the hands of the postal service or other delivery service.**

If you prefer, you may bring your application package to our office and then arrange to pick up your documents and the evaluation when it is completed. For our Sacramento location, check our website or call for directions. **Our office is open Monday through Friday, 9:00 am to 4:00 pm.**

▶ **Note: You have 60 days after you receive your evaluation to carefully check it and then to notify ERES if you think changes are necessary. After 60 days there will be a FEE for changes.**

More Important Information

▶ Mail Delivery of Evaluation & Documents:

• **Official evaluations** are sent out **only** by: Certified Priority Mail (M₁ on Fee Schedule), by Express Mail (M₂ on Fee Schedule) or by Overnight Courier Service (M₃ on Fee Schedule).

• **Documents** are returned (for security reasons) **ONLY** by Certified Priority Mail-M₁ (Unless picked-up from our office).

• When an official (sealed) report and documents are mailed to the same address only **ONE** M₁ fee applies (\$15), but if mailed to **TWO** (separate) addresses, then **TWO** M₁ fees apply (\$30).

If you use a Rush Service (R₁₅, R₁₀, R₅, R₁ or R₀) and want guaranteed overnight delivery of **Your Official Evaluation**, choose M₃. If you choose a rush service (R₁₅, R₁₀, R₅, R₁ and R₀), you must pay for all services requested, including **R₁₅, R₁₀, R₅, R₁ and R₀, by cash or money order. (For Rush translation could add an additional days;** For R₁ and R₀, call ERES to check availability)

▶ Please Note:

If your documents have been altered, or if they misrepresent the truth in any way, no evaluation will be prepared and no refund will be made and the documents will not be returned to you. We will advise other evaluation agencies regarding our rejection of your documents.