

1. PERSONAL INFORMATION

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|--|-----------------------------|--|--------------------------------------|------------------------------------|-----|---|
| Family / Last Name | | First Name | Middle Initial | Other names that appear on records | | |
| Mailing Address Street No. and Name | | | | | | Apt. No. |
| City | | State | ZIP / Postal Code | Country | | |
| Email | | Phone | U.S. Social Security Number (if any) | | Sex | M F |
| Date of Birth (MM/DD/YYYY) | Country of your Credentials | Has CED prepared an evaluation for you before? | | NO | YES | If YES, when was the last one done?(Year) |

2. FEES AND SERVICES Please enclose appropriate fees with the application. Fees are non-refundable. Make fees payable to: Center for Educational Documentation (or CED)

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|---|--|--|--------------------------------|
| BASIC SERVICES When ordering more than one type of basic service, the highest fee will apply. | | ADDITIONAL SERVICES With evaluations previously done by CED | |
| Please choose below the type(s) of evaluation needed in part A, AND indicate the purpose(s) of the evaluation in part B. For CPA only part A is needed. Regular service is 12 business days. IF ORDERING A RUSH SERVICE, TOTAL FEE MUST BE MONEY ORDER ONLY | | Retyping (\$25) | Additional Document (\$50) |
| | | Change to CPA Evaluation (\$125) | Additional Reports (\$10 each) |
| | | SPECIAL SERVICES Fees additional to Basic Service Please CALL BEFORE requesting 1-2 day service | |
| A | | Rush Service (1-2 working days) (\$150) (TOTAL payment by Money Order only) | |
| B | | Rush Service (5-7 working days) (\$50) (TOTAL payment by Money Order only) | |
| General Evaluation (\$80) | | Interpretation (Portuguese and Spanish) (\$50) - Not for CPA evaluations | |
| Course-by-Course Evaluation (\$130) | | | |
| CPA Examination & Licensure (\$175) | | | |
| Freshman Admission | | MAILING OPTIONS (Return of Original Documents) | |
| Graduate Admission | | Certified Mail up to 16 ounces (Only within USA) (\$10) | |
| Transfer Credit | | Registered Mail (US \$15) | |
| Additional reports, if ordered at the same time (\$10 each) | | Registered Mail (International \$25) | |

3. MAILING INSTRUCTIONS The original of the evaluation will be sent to the person/institution indicated below. A copy will be sent to you. If more reports are requested, please include names and addresses on the back of this form.

| | | |
|-----------------------------------|----------------------------|-------------------------|
| Name of contact person/Department | Institution | Phone |
| Claudia Ortiz | Mass Bay Community College | 781-239-2641 |
| Address | City | State ZIP / Postal Code |
| 50 Oakland Street | Wellesley Hills | MA 02481 |

4. CREDENTIALS The following is a list of credentials that may be submitted for the evaluation as they apply to your particular purpose:

- a) All of your diplomas, degrees, titles and certificates;
- b) Transcripts or annual course and grade listings for all years of college-level study;
- c) Program outlines or course description ONLY as needed (please contact CED before submitting outlines or descriptions);
- d) Official documents showing the stamps or the seal of the institution you attended should be submitted. Original documents may be requested;
- e) Word by word, line by line official translations of all records not in English must accompany the above records.

5. EDUCATIONAL CHRONOLOGY List all institutions attended, starting with secondary school and provide dates.

| Year of Entry | Institution | Graduation Year | Name of Diploma, Degree in English and Original Language |
|---------------|-------------|-----------------|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |

If there are gaps in attendance or if certain records are unavailable, please explain on the back of the application.

If an applicant submits forged, altered or falsified documents, no evaluation report will be prepared and no refund will be made. All documents will be retained by CED and other evaluations agencies will be notified.

I understand that this evaluation is advisory in nature and is not binding on any agency or institution that uses it. I will not hold the Center for Educational Documentation or any of its employees responsible for any disagreements arising from the same.

I have read all the information provided by CED and I accept the terms and conditions.

Signature and Date
 G.