



## APPLICATION INFORMATION -----

The comparative education field is ever changing. As such, the Foundation for International Services, Inc. (FIS) reserves the right to update equivalency/placement recommendations. All policies and prices are subject to change without notice. Applicants are advised to contact the receiving organizations to confirm that reports from private evaluation agencies such as FIS are acceptable.

Please submit all educational documents (including diplomas, certificates, transcripts, mark sheets, etc.). FIS will accept clear, legible photocopies of educational documents, but reserves the right to request either original or certified copies. Original documents are preferred, but not required. Reports will indicate when photocopies of educational documents are used. To perform a credential evaluation, FIS requires documents in both their original language and in English. Documents not issued in English must be accompanied by English translations, preferably American Translators Association (ATA) certified translations. Translation services may be obtained through the FIS Translation Department for an additional fee.

The timing/prices take effect once all documents and necessary material are on file with FIS. All evaluations will be mailed by first class mail, unless otherwise specified. Evaluations may be returned via express courier for an additional charge (\$40 for packages up to 1lb., plus \$15 for each ½ pound thereafter domestic/ \$65 minimum for up to 1lb. for international courier service; call for details on international courier service.) or if a courier billing number is provided by the client. Two official copies of each completed evaluation will be mailed; additional copies are available for \$30 each. FIS strongly recommends sending and returning original documents via express courier. When sending via express courier, a return envelope can also be purchased in order to avoid the FIS additional charge.

In preparing an evaluation report, every effort is made to consult appropriate resources in order to provide the most accurate evaluation possible consistent with the purpose of the request. The Foundation reserves the right to contact institutions/agencies and to verify the accuracy/authenticity of any documents submitted for evaluation. This may affect the timing of the evaluation. The decision as to whether a formal evaluation report will be completed rests solely with FIS. Any file inactive for more than six (6) months may be cancelled.

## EVALUATION SERVICES AND PRICES -----

### Document-by-Document Evaluations

\$245 Same Day Service (If received by 12 noon PST, then completed by 5 p.m. PST)  
\$190 Next Business Day Service (Completed by the close of the next business day)  
\$140 One Week Service (five working days)  
\$ 90 Standard Service (one month)

### Expert Opinion Services

Expert Opinion evaluations may be needed for some types of immigration applications. Copies of the proposed job description, the RFE or DOL audit, and evidence of education and employment should be submitted to our Expert Opinion department for initial review. Fees, timing, and availability vary depending on the request and processing timeframe. Contact FIS and ask to speak to an expert opinion coordinator if you are interested in these services.

### Course-by-Course Evaluations

\$350 One week service (very limited availability; call first)  
\$275 Two week service  
\$200 One month service

## TRANSLATION SERVICES AND PRICES -----

FIS provides certified translation services in almost all languages to and from English. Complete and legible documents are required. FIS translations are provided by ATA members and are notarized by the Foundation. Translations performed by ATA members are considered certified. All FIS translators are accredited members in their respective language pairs by the ATA, or nationally-governed language boards if the ATA does not certify a particular language combination. FIS does not consider state-sponsored accreditations (i.e. Dept. of Social and Human Services) as certified translations. *Translation prices vary and are in addition to evaluation prices. Please contact FIS for final translation price quote.*

2-Business-Day \$150 project minimum

The 2-day translation may be combined with the Next Business Day document-by-document evaluation and the 1-week course-by-course evaluations. This will add two days to the evaluation due date.

5-Business-Day \$100 project minimum

The 5-day translation may be combined with the 1-month or 1-week document-by-document evaluations and the 1-month, and 2-week course-by-course evaluations. This will not change the evaluation due date.

## FREQUENTLY ASKED QUESTIONS -----

**Can I submit my documents to FIS in person?** FIS offers a document drop-off service for local individuals who do not wish to mail their original documents. Clients are strongly encouraged to bring a completed application and their original documents *with single-sided photocopies*. A \$10 copy fee will be charged to "walk in" customers if photocopies of all documents (including translations) are not provided. Original documents will be available for pick-up two business days following drop-off, or customers may choose to pick up original documents with the completed evaluation report. We offer very limited services in person. Our reception staff cannot answer questions about equivalency, grades, credits, etc. You are welcome to ask questions via [info@fis-web.com](mailto:info@fis-web.com).

**How can I pay for my evaluation? How can I obtain a refund?** Applications for individuals must be prepaid by cash, money order, Visa or MasterCard. Personal checks will not be accepted for next business day service. Corporations, law firms and other approved organizations may be invoiced upon credit approval. Refunds will be made only in the event of overpayment. Files cancelled prior to evaluation will be subject to a \$50 minimum cancellation fee, including files that have been preliminarily reviewed. Please allow 2-4 weeks for processing of refunds. Files under verification may be cancelled, but the refund will be applied only if the documents are verified as authentic. Translations that have already been processed can not be cancelled. A \$20 minimum service charge will be assessed on all returned checks.

**Is there a military rate?** Special discounted prices have been established for armed services recruiters. These fees are for pre-paid education evaluations only and regular FIS fees will be applied if the evaluation is invoiced. One copy will be sent directly to the recruiter listed on the application. The applicant does not receive a copy unless an additional fee of \$30 is paid and an address is supplied. In order to be eligible for special military discount prices, the application must be submitted by a recruiter and prepaid. Payments can be made on our website at [www.fis-web.com/payments](http://www.fis-web.com/payments)

**Do I have to submit my original documents? Do my translations need to be certified?** FIS prefers, but does not require, the submission of original documents, especially for credential evaluations used for continuing education, licensure, certification and employment purposes. If copies are submitted, the final report will indicate this. FIS prefers, but does not require, the submission of certified translations. If certified translations are not provided or if FIS cannot verify the credentials of the translator, the final report will indicate this.

**What is the Foundation's policy on fraudulent documents?** When FIS suspects that documents submitted for evaluation were forged or altered in any way, no report will be prepared. All recipients indicated and appropriate agencies or organizations will be notified. No fees will be refunded and documents will be retained by FIS.

**Is it possible to request a revision if I have additional information I want added to my report?** When additional evidence is submitted or additional language is requested, a \$50 re-evaluation fee will apply. (Course-by-Course evaluation revisions are either \$50 or \$100 depending upon how extensive the revision will be. FIS' decision on revision fees is final.) Revisions may only be requested by and performed for the client (company, law firm, or individual) who submitted and paid for the original report. Revisions may be requested up to six years beyond an evaluation report's original issue date. Minor revisions to Expert Opinion professor letters are typically assessed an additional \$100 revision fee. This revision fee will be assessed on a case by case basis to be determined by FIS.

**Can I obtain additional copies (reprints) of my report?** Two copies of each evaluation are included with the regular evaluation fee (except military). Additional copies may be requested for \$30 each. A copy request form is required before a copy can be issued. The additional copy can only be issued at the request of the owner (person or company that submitted the initial evaluation request), unless a release form is provided. The release form must state that the person and/or company allows FIS to provide the report to the person/company requesting it. The release form should be signed. Copies/reprints may be requested up to three years beyond an evaluation report's original issue date. Reports more than three years, but less than six years beyond the original issue date, may be eligible for revision (see paragraph above).