



IMPORTANT INFORMATION

The comparative education field is ever changing. As such, the Foundational for International Services, Inc. (FIS) reserves the right to update equivalency/placement recommendations. All policies and prices are subject to change without notice.

Please submit official educational documents (examination certificates, transcripts, mark sheets, etc.). Central Washington University requires official documents for admission consideration. 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 (\$30 for domestic/\$50 minimum for international courier service) or if a courier billing number is provided by the client. Two official copies of each completed evaluation will be mailed (one to you and one to CWU); additional copies are available for \$20 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 PRICES

\$350 One week service \$275 Two week service \$200 One month service \$150 Two month service

TRANSLATION SERVICES

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. Translations performed outside the U.S. are considered certified if they are completed by an embassy or consulate, if they are issued by the university, or if the country's national translation governing association certified the translator. FIS reserves the right to verify a translator's credentials. Reports will indicate when translations are not certified. *Translation prices vary. Please contact FIS for a translation price quote.*

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 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.

How can I pay for my evaluation? How can I obtain a refund? Applications must be prepaid by cash, money order, personal check drawn on a U.S. bank, Visa or MasterCard. Refunds will be made only in the event of overpayment. Files cancelled prior to evaluation will be subject to a \$50 minimum cancellation fee. 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.

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. Revisions may only be requested by and performed for the client who submitted and paid for the original report.