



Company Contact
Information



Website Link



**Josef Silny & Associates, Inc.
International Education Consultants**

Mail applications to:
7101 SW 102 Avenue
Miami, FL 33173

Tel. (305) 273-1616
Fax. (305) 273-1338/Translation Fax: (305) 273-1984
E-Mail: info@jsilny.org
Web Site: www.jsilny.org

Application for Work Experience Evaluation

Josef Silny & Associates, Inc., International Education Consultants (JS&A) is an organization of highly qualified foreign credential and experiential evaluators. Mr. Silny is recognized nationally and internationally as an expert in the field of foreign credential evaluations. He has had 16 years of experience as the Director of International Admissions at the City University of New York and the University of Miami. Our work experience evaluations are done by JS&A Associates who are professors at the University of Miami. All of JS&A Associates are recognized authorities in their fields. JS&A is a Member of the National Association of Credential Evaluation Services, Inc. (NACES). Evaluations done by JS&A are recognized and accepted by USCIS.

JS&A provides foreign credential evaluations as well as evaluations based on professional experience. According to USCIS regulations, individuals may have the equivalent of a bachelor's degree based on their significant and broad professional experience, even if they did not complete, or even attend a university. If applicants need an evaluation based on work experience, they need to submit to us their detailed resume, letters from employers verifying their employment and specific responsibilities, and a detailed description of the position which is being offered to them. If the applicant has attended a university abroad, please submit all transcripts, diplomas and certified English translations. Applicants in art must submit a portfolio and applicants in film and music must submit DVD's and CD's. In addition, the applicant must submit a non-refundable fee of \$600.00. Please note that all fees are subject to change. It usually takes about two weeks to complete such an evaluation. An expedited evaluation (5 business days) may be available upon request. The cost for an expedited evaluation is an additional \$200. Personal checks are not accepted. Evaluations must be paid for by an attorney check, money order, a cashier check or credit card. Additional original reports of work experience evaluations are \$50.00 each and will be issued up to one year from the issuance of the original report. More than 400 immigration attorneys use our evaluation services.

Send applications to:

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Refusal of service: JS&A reserves the right to refuse service to anyone.



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APPLICATION FOR EVALUATION OF EDUCATION AND WORK EXPERIENCE

(This evaluation can be used for immigration purposes only.
This evaluation is not valid for licensing, certification or any other purpose).

Applicant's Name:

(Last/Family) (First) (Maiden)

Sex: Male _____ Female _____

Attorney's Name: _____
(Last/Family) (First)

Phone: _____

Fax: _____

e-mail: _____

Address to which the evaluation should be mailed:

Please note that we mail, but do not fax work experience evaluations.

Would you like the evaluation to be sent to you by a courier?

_____ Yes (provide us with your airbill) _____ No

Indicate in what field is the equivalency being sought.
(For example: computer information systems, mechanical engineering, biology, etc.):

You must submit the following:

- 1) **NON-REFUNDABLE** Evaluation fee of \$600.00 (Add \$200 for a five-day expedited evaluation).
- 2) Detailed resume (chronological listing of all employment, positions, detailed job descriptions, and educational history).



- 3) Letters from employers verifying the applicant's employment and specific responsibilities.
- 4) Detailed description of the position which is being offered to the applicant.
- 5) If the applicant has attended a university-level institution abroad, please submit all transcripts, diplomas and certified English translations. (Portfolio for art and CD's and DVD's for film/music are required).

It is the responsibility of applicants to submit the academic credentials which need to be evaluated.

I certify that all information provided in this application is complete, factually accurate, and honestly presented. I certify that I have read the instructions and conditions (including that all fees are **(non-refundable)**) and agree to the terms stated therein. I understand that the evaluation is advisory and is not binding upon any agency or institution that uses it. I release Josef Silny & Associates, Inc. from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation. Any litigation arising out of this agreement will have its venue in Miami-Dade County, Florida. The prevailing party in any litigation arising out of this agreement is entitled to reasonable attorney's fees and all costs accrued during the litigation.

X _____
Signature of Applicant

Date



Josef Silny & Associates, Inc., International Education Consultants

CREDIT CARD INFORMATION

You must include the credit card holder's copies of the front and back of the credit card and U.S. Driver's License OR Foreign Passport.

Name of Cardholder:

As it appears on the credit card

First Middle Last

Name of Applicant:

If different from the cardholder

First Middle Last

Billing Address:

Number Street Apt #

City State Zip/Postal code Country

I authorize Josef Silny & Associates, Inc. to charge my (check one):

VISA MASTER CARD DISCOVER

in the **total** amount of \$ _____ **(total amount must be filled in in order to process your order).**

CREDIT CARD NUMBER: _____

3-digit security code on back of card: _____

Expiration Date (month/year): _____ / _____

Signature of Cardholder (Required): _____

Date: _____

This signature authorizes Josef Silny & Associates, Inc. (JS&A) to charge the amount for the requested services in U.S. dollars and the cardholder agrees to be bound by all Terms and Conditions (including that all fees are **non-refundable**) as stated in the JS&A application.