

Company Contact Information

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

OR EMAIL TO: payment@jsilny.org



Website Link



Josef Silny & Associates, Inc. International Education Consultants 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 Evaluation of Foreign Educational Credentials For Applicants to Red Rocks Community College

# Information on Josef Silny and Associates, Inc., International Education Consultants (JS&A)

JS&A is an organization of highly qualified international education consultants. Mr. Silny is recognized nationally and internationally as an expert in the field of foreign credential evaluations and international admissions. He has been the Director of International Admissions at the University of Miami and the City University of New York. He has participated as a panelist or workshop director at national professional conferences annually since 1974. He has held numerous committee chairmanships and memberships in national professional organizations and corporations. Mr. Silny has published a book and numerous articles in the field of international education. All international education consultants associated with Mr. Silny are highly qualified in the field of foreign credential evaluations. JS&A is a member of the National Association of Credential Evaluation Services, Inc. (NACES)

# APPLICATION PROCEDURES - Please be sure to read the complete information on our website at <u>www.jsilny.org</u>.

PLEASE BE AWARE THAT WE WILL NOT PROCESS YOUR REQUEST FOR ANY SERVICE UNLESS WE RECEIVE YOUR FILLED-OUT AND SIGNED APPLICATION AND CORRESPONDING FEES. JS&A WILL NOT BE RESPONSIBLE FOR DOCUMENTS SENT TO US.

In order to receive an evaluation, an applicant must provide the following:

- 1. A completed Application for Evaluation of Foreign Educational Credentials signed by the applicant.
- 2. A <u>non-refundable</u> evaluation fee in U.S. dollars. Make the bank check or money order payable to Josef Silny & Associates, Inc. (We cannot accept postal money orders or payments through Western Union). If you are paying by a credit card you must fill out the Credit Card Information form. All evaluation fees, including fees for rush report, 24-hour report, grade point average equivalent, extra copies, and translation are <u>NON-REFUNDABLE</u>.
- 3. EDUCATIONAL DOCUMENTS:
  - a) Official original diplomas and certificates in the original language
  - b) Official original transcripts in the original language (names of courses, grades, and hours of instruction) for every year of study

c) JS&A is not responsible for any loss, destruction or damage of any original diploma, certificate or documents of any kind.

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

4. TRANSLATIONS: Documents in a language other than English must be accompanied by professional, certified English translations. Translations supplement, but do not replace the original documents. JS&A offers professional certified translations. JS&A is a Corporate Member of the American Translators Association. For further information on the JS&A Translation Service, call 305-273-1616 or e-mail or fax your request for translation estimate along with all pertinent documents.

E-mail: translation@jsilny.org Translation fax: 305-273-1984

5. Please note: a Syllabus of university studies (description of each course or subject studied) may be required for Course-by-Course Evaluations, but you do not need to send this with your application. If it is needed, JS&A will request it.

**Processing Information**: Josef Silny & Associates, Inc. reserves the right to request to review original documents and may insist that transcripts or examination results be sent directly and verified by the issuing institutions or examination boards to JS&A. Academic credentials received directly from foreign institutions are considered confidential and cannot be given to applicants. The documents you submit with your application, with the exception of any originals, will become the property of Josef Silny & Associates, Inc. and they will not be returned. Applicants who submit their own original academic documents must read page two of this application for information on return of original documents by secure means. When it has been determined that documents submitted for evaluation or translation were forged or altered in any way, no evaluation report or translation will be prepared and the fees will not be refunded. Fraudulent documents will not be returned to the applicant. All recipients indicated on the application form will be notified. It is the applicant's responsibility to submit the documents which need to be evaluated. If the application is not completed within one year, JS&A will close the file. A new evaluation fee will be required for updating the file. JS&A will keep applications with academic credentials for one year only. Please note that all fees are subject to change without notice. Refusal of service: JSA reserves the right to refuse service to anyone.

In preparing an evaluation report, every effort is made to consult appropriate resources, in order to provide the most accurate evaluation possible. JS&A will provide a list of the references used in making the specific evaluation upon written request.

#### TYPES OF EVALUATIONS

#### FRESHMEN APPLICANTS:

Must request the high school Document-by-Document Evaluation. An official original high school diploma and transcripts must be submitted. Students who sit for external examinations, such as Baccalaureate, GCSE, CXC, WAEC, WASC, etc. must submit official original results of these examinations.

#### TRANSFER APPLICANTS:

Students who completed university level study must submit an official original transcript with courses, credits or hours of instruction and grades for the post-secondary/university Course-by-Course Evaluation.

#### \* It is the responsibility of applicants to request the type of evaluation they need.

#### PROCESSING TIME

- 1. Standard Processing Time: Evaluations are normally prepared in 10 to 15 working days from the receipt of all required fees,
- information and documentation. Evaluations which require extensive research and correspondence may take longer to prepare.
- Rush Evaluation Reports 2.
  - a) 24-Hour Evaluation Report b) 2-Day Evaluation Report c) 5-Day Evaluation Report

Rush evaluation reports will be completed in a timely fashion, in accordance with the type of rush evaluation report requested, upon receipt of all required fees, information and documentation. If, for any reason, the evaluation report cannot be completed within the specified time after receipt of all required fees, information and documentation, the rush fee will be refunded, and the evaluation will be completed as quickly as possible. The rush fee will be adjusted to reflect the actual processing time and a refund of the difference will be issued. Rush evaluation reports must be paid for by bank check, money order or credit card.

#### COST OF EVALUATIONS

- 1. High School Document-by-Document (U.S. \$90 basic fee)
- 2. University and Post-Secondary Course-by-Course - (U.S. \$150 basic fee) (For transfer admission)
- 3. Grade Point Average Equivalent - U.S. \$40 in addition to the basic fee. (U.S. \$40 for each level of education)
- 4. Upper Division Course Identification - U.S. \$30 in addition to the Course-by-Course evaluation fee.
- High School Foreign Language Identification U.S. \$30 in addition to the basic fee 5.
- 24-Hour Evaluation U.S. \$300 in addition to the basic fee 6.
- 2-Day Evaluation U.S. \$200 in addition to the basic fee 7.
- 5-Day Evaluation Report U.S. \$100 in addition to the basic fee 8.
- Re-evaluation Re-evaluations based on documents not submitted with the original request are considered new evaluations and a second 9. payment of the basic fee is required.
- 10. Extra evaluation reports Additional original evaluation reports requested at the time of evaluation cost \$20 each. Each evaluation report requested after the evaluation has been completed costs \$30 (evaluations may be available only within 3 years of the original date of issuance). Please add \$5 to the cost of each report that you wish to be mailed to you in a specially sealed JS&A envelope.
- 11. Return of original documents by secure means:
  - Within the continental United States: By Priority Mail: U.S. \$20 per address
    - By courier: U.S. \$45 per address

airbills filled out by applicants.

Outside of the United States

- By international courier: U.S. \$85 per address

If the fee paid by the applicant does not cover the cost of the courier, we may use USPS Priority Mail Express instead. Those in extended delivery areas will be billed for the balance of the fee.

JS&A accepts no liability for loss or damage of academic credentials during mailing.

12. The applicants are responsible for any verification fees charged by their universities.

#### INFORMATION ABOUT EVALUATIONS

Method of Operation - To keep the cost of evaluations as low as possible, the evaluation service is conducted by mail. If there are questions concerning an application, Josef Silny & Associates, Inc. will e-mail, write, or telephone the applicant. If the applicant requests a personal interview, the charge will be U.S. \$100 per half hour. Interviews are by appointment only.

Reassessment of Education Systems - Evaluations are based upon the best information and resources currently available to foreign credential evaluators in the United States. Josef Silny & Associates, Inc. reserves the right to reassess educational systems as new and additional information becomes available.

Satisfaction with Evaluations - JS&A guarantees that all evaluations are prepared by highly qualified evaluators, but it cannot guarantee that the applicant will agree with the evaluation. Any questions or concerns about evaluations must be submitted in writing within one year from the completion date.

JS&A does not accept courier

#### PERSONAL INFORMATION

If you have a U.S. Social Security number, please list it:					□ Male	Female	
Please use your name exactly as it appo	ears on your applicati	ion sent to Red 1	Rocks Comm	unity College.			
Full name:							
	First name	I	liddle name		Maiden r	name	
Address:					1 (		
Full street address				Apartment	number (1	f applicable)	
City State	:	Zip code	de Country (if			not U.S.)	
Date of birth:	Country of citizer	nship:	Country of birth:				
Telephone: Area code and number	Fax:Area code and r		E-mail:			_	
Area code and number	Area code and	number					
Type of Professional Service Requester Basic Fees ☐ High School Document-by-Document (U ☐ Post-Secondary/University Course-by-Co Rush Fees ☐ 24-Hour Evaluation (U.S. \$300 + basic fee) ☐ 2-Day Evaluation (U.S. \$200 + basic fee) ☐ 5-Day Evaluation (U.S. \$100 + basic fee)	S. \$90 basic fee) burse (U.S. \$150 basic fe	e)  Underg Upper High S Extra E Extra R Secure Transla	hool Grade Po raduate Grade Division Cours shool Foreign I valuation Repc eport in Sealed Return of Origi tion (quote pro	ort (U.S. \$20 per ro Envelope (U.S. \$ nals U.S. \$	S. \$40 + U.S. \$30 - cation (U eport) Ho 25 per re	basic fee) + basic fee) U.S. \$30 + basic fee) w many? eport) How many?	
Have you used JS&A services previously?		No:					
Have you used JS&A services previously	? Translation: Evaluation:	No: No:	Yes: Yes:	Date: Date:			
Have you used JS&A services previously? DNE OFFICIAL EVALUATION REPOR f you want your evaluation to be sent to addresses below:	Evaluation: T WILL BE SENT EL	No: ECTRONICALL Icational institut	Yes: Y TO RED R ons (at U.S. \$	Date:	NITY C please li	– OLLEGE. st their names and	
DNE OFFICIAL EVALUATION REPOR f you want your evaluation to be sent to ddresses below:	Evaluation: <b>T WILL BE SENT EL</b> <b>you or any other edu</b> must list all education	No: ECTRONICALL Icational institut	Yes: Y TO RED Re ons (at U.S. \$  u have attend	Date: OCKS COMMU 20 per report), j	NITY C please li he first	– OLLEGE. st their names and	

I, the undersigned applicant, certify and represent that all information provided in this Application is complete, factually accurate, and honestly presented, and that I have read and understand the instructions and conditions (including that all fees are non-refundable). I agree to the terms stated herein. I understand that the evaluation is advisory and is not binding upon any agency or institution that uses it. Further, in consideration of the payment by the undersigned applicant, and the mutual undertakings by the parties as stated in this Application ("Agreement"), the undersigned applicant releases JS&A, its officers, directors, employees, and agents, from any liability or damages resulting from: (a) the use to which I or any agency or institution puts the evaluation, and (b) for the loss of any original documents. In addition, any litigation arising out of this Agreement will be under Florida law, and venue will be in Miami-Dade County, Florida. The prevailing party to any litigation arising out of this Agreement is entitled to reasonable attorney's fees and all costs accrued during the litigation.

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Signature of applicant:

3. 4.

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Application must be signed by hand or digital signature (not typed). By signing you agree to all terms on this agreement.

Date: \_\_\_\_

# ORGANIZATIONS WHICH ACCEPT EVALUATIONS DONE BY JS&A

JS&A is a Member of the National Association of Credential Evaluation Services, Inc. (NACES). Evaluations prepared by JS&A are accepted and recognized by the organizations listed below:

## 1. U.S. Federal Government

USCIS -The United States Citizenship and Immigration Services The United States Department of Agriculture The United States Department of Defense The United States Labor Department The United States Office of Personnel Management Federal Bureau of Prisons Health Care Financing Administration

## 2. U.S. Armed Forces

Air Force Army Marines

## 3. Licensing Boards

Accounting: Arkansas, California, Colorado, Connecticut, District of Columbia, Florida, Indiana, Kentucky, Michigan, Nebraska, Nevada, New Mexico, Ohio, Pennsylvania, South Dakota, Tennessee, Utah, Vermont, Virginia, Wisconsin, Wyoming

Architecture: Alaska, California

Barbers: Florida, Minnesota, South Dakota

Cosmetology: Georgia, Louisiana, North Carolina, South Carolina, Tennessee, Utah, Vermont

Engineering: Alaska, Florida, Louisiana, Maryland, New Jersey, Puerto Rico, Texas, Virginia

Law: California, Florida, Texas

## Marriage and Family Therapy, Mental Health: Florida

Massage Therapy: Florida, Michigan, Nevada, Utah, Virginia

**Medical Laboratory:** American Medical Technologists, American Society of Clinical Pathologists, Health Care Financing Administration, California, Connecticut, Florida, Georgia, Nevada, North Dakota, Tennessee

Nursing: Alabama, Arizona, Arkansas, California (vocational nursing only), Colorado, District of Columbia, Florida, Hawaii, Idaho, Illinois, Kentucky, Louisiana, Michigan, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Dakota, Oregon, Pennsylvania, Puerto Rico, South Carolina, Texas, Washington, Wyoming **Opticianry:** Florida

Psychology: California, Delaware, District of Columbia, Florida, Maryland, Ohio, Oregon, Virginia

Respiratory Care: National Board for Respiratory Care, California, Florida

Social Work: Florida

Speech-Language Pathology and Audiology: American Speech-Language-Hearing Association, Florida, Georgia Texas Medical and Dental Schools Application Service

## 4. State Departments of Education

Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming

# 5. Other Governmental and Private Agencies

American Association for Clinical Chemistry Association of Colleges of Osteopathic Medicine American Association of Colleges of Podiatric Medicine Association of American Veterinary Medical Colleges Broward County Sheriff's Office CASPA - Central Application Service for Physician Assistants Florida Department of Health and Rehabilitative Services National Career Development Association NCAA Office of Personnel of: City of Miami, Ft. Lauderdale, Miami Beach, New York City, State of New York

## 6. Hundreds of Colleges and Universities

Many other organizations which do not appear on this list may also accept evaluations done by JS&A. Applicants are advised to check with the agency, institution, or organization to which they intend to submit the evaluation to make certain that the evaluation will be recognized.



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# **CREDIT CARD INFORMATION**

You must include the credit of License OR Foreign Passport		he front and back of the	e credit card and U.S. Driver's					
Name of Cardholder: As it appears on the credit card								
	First	Middle	Last					
E-mail address:	address: Phone No.: Area code and number							
		Area code and number						
Name of Applicant: If different from the cardholder								
	First	Middle	Last					
Billing Address: Street address								
Street address			Apartment number (if applicable)					
City	State	Zip code	Country (if not U.S.)					
I authorize Josef Silny & Associates, Inc. to charge my (check one):								
□ VISA □ MASTER CARD	D DISCOVER							
in the <u>TOTAL</u> amount of U.S. \$	<u>← (TOTAL</u>	amount of your order mu	st be filled in to process your payment.)					
CREDIT CARD NUMBER:								
3-digit security code on back of card	:							
Expiration Date (month/year):								
Signature of Cardholder (Required):			Date:					
This signature authorizes losef	Silny & Associates Inc. (I	$S \& \Lambda$ ) to charge the amount	nt for the requested services in U.S.					

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 **<u>non-refundable</u>**) as stated in the JS&A application.