Company Contact Information

Website Link

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

OR EMAIL TO:
processing@jsilny.org

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 St. Petersburg 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 www.jsilny.org.

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 non-refundable 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 NON-REFUNDABLE.
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 7 working days from the receipt of all required fees, information and documentation. Evaluations which require extensive research and correspondence may take longer to prepare.
2. Rush Evaluation Reports
   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. $100 basic fee)
2. Post-Secondary/University Course-by-Course – (U.S. $160 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. $40 in addition to the Course-by-Course evaluation fee.
5. High School Foreign Language Identification – U.S. $30 in addition to the basic fee
6. 24-Hour Evaluation - U.S. $300 in addition to the basic fee
7. 2-Day Evaluation - U.S. $200 in addition to the basic fee
8. 5-Day Evaluation Report - U.S. $100 in addition to the basic fee
9. Re-evaluation - Re-evaluations based on documents not submitted with the original request are considered new evaluations and a second 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. Mailing fees (per address) - First Class Mail or electronic mail – U.S. $10, Priority Mail U.S. $25, Domestic Courier U.S. $50, International Courier U.S. $90
12. Return of original documents by secure means:
    Within the continental United States: - By Priority Mail: U.S. $25 per address
    - By courier: U.S. $50 per address
    Outside of the United States - By international courier: U.S. $90 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.
13. The applicants are responsible for any verification fees charged by their universities.

JS&A does not accept courier airbills filled out by applicants.

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.

PERSONAL INFORMATION

Gender: ☐ Male ☐ Female

Please use your name exactly as it appears on your application sent to St. Petersburg College.

Full name: _____ _____ _____ _____
Last name First name Middle name Maiden name

Address: _____
Street address Apartment number (if applicable)

_____
City State Zip code Country (if not U.S.)

Date of birth: _____ Country of citizenship: _____ Country of birth: _____
Month/Day/Year

Telephone: _____ Fax: _____ E-mail: _____
Area code and number Area code and number

Type of Professional Service Requested:

Evaluation Basic Fees
☐ High School Document-by-Document (U.S. $100 basic fee)
☐ Post-Secondary/University Course-by-Course (U.S. $160 basic fee)

Evaluation 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)

Additional Services
☐ High School Grade Point Average (U.S. $40 + basic fee)
☐ Undergraduate Grade Point Average (U.S. $40 + basic fee)
☐ Upper Division Course Identification (U.S. $40 + basic fee)
☐ High School Foreign Language Identification (U.S. $30 + basic fee)
☐ Extra Evaluation Report (U.S. $20 per report) How many? _____
☐ Extra Report in Sealed Envelope (U.S. $25 per report) How many?
☐ Secure Return of Originals U.S. $ click drop-down menu to select
☐ Translation (quote provided upon request) U.S. $_____
☐ Other U.S. $_____

Have you used JS&A services previously? Translation: No: ☐ Yes: ☐ Date: _____
Evaluation: No: ☐ Yes: ☐ Date: _____

ONE EVALUATION REPORT WILL BE MAILED TO: SPC Admissions and Records
(mailing fee required) PO Box 33089 - St Petersburg, FL 33733

If you want your evaluation to be sent to you or any other educational institutions (at U.S. $20 per report + mailing fee), please list their names and addresses below and choose mailing fee: **Please specify method of delivery per address.**

(1st address): ☐ electronically ($10) ☐ Domestic courier ($50) ☐ Priority Mail ($25) ☐ First Class Mail ($10) ☐ International courier ($90)

_____
_____
_____
*You must pay $20 + mailing fee for the extra evaluation report

(2nd address): ☐ electronically ($10) ☐ Domestic courier ($50) ☐ Priority Mail ($25) ☐ First Class Mail ($10) ☐ International courier ($90)

_____
_____
_____
*You must pay $20 + mailing fee for the extra evaluation report

ACADEMIC HISTORY

Educational Institutions Attended (You must list all educational institutions you have attended. Begin with the first year of elementary school and include any school you are now attending.)

	Name of Institution	City, Country	Attendance From - To	Diplomas or Certificates	Year of Graduation
1.					
2.					
3.					
4.					

This application is a legal contract between you and our company. We expect you to read this application and follow the requirements specified in this application. 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.

Signature of applicant: _____ Date: _____

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

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, Florida, Indiana, Kentucky, Michigan, New Mexico, Ohio, Pennsylvania, South Dakota, Tennessee, Virginia
Architecture: Alaska, California
Barbers: Colorado, Delaware, Florida, Hawaii, Illinois, Kansas, Michigan, Minnesota, Missouri, Montana, Nevada, New Hampshire, New Jersey, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Wyoming
Cosmetology: Colorado, Delaware, Georgia, Hawaii, Illinois, Kansas, Louisiana, Michigan, Minnesota, Missouri, Montana, New Hampshire, New Jersey, North Carolina, Pennsylvania, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Wyoming
Dentistry: Vermont
Engineering: Alaska, Florida, Indiana, Kansas, Louisiana, Maryland, New Jersey, Puerto Rico, Texas, Virginia
Law: California, Florida, Texas
Marriage and Family Therapy, Mental Health: Florida
Massage Therapy: California, Florida, Hawaii, Iowa, Maryland, Michigan, Nevada, Texas, Utah, Virginia
Medical Laboratory: American Medical Technologists, American Society of Clinical Pathologists, Health Care Financing Administration, California, Florida, Georgia, Hawaii, Nevada, New York, North Dakota, Tennessee, West Virginia
Nursing: Alabama, Arizona, Arkansas, California (vocational nursing only), Colorado, District of Columbia, Florida, Hawaii, Idaho, Illinois, Indiana, Kentucky, Louisiana, Massachusetts, Michigan, Missouri, Montana, Nebraska, Nevada, New Hampshire (license by endorsement only), New Mexico, North Dakota, Northern Mariana Islands, Oklahoma, Oregon, Pennsylvania, Puerto Rico, South Carolina, Texas, Utah, Vermont, Virginia, Washington, Wyoming
Opticianry: Florida
Psychology: Alabama, Arizona, California, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Iowa, Kansas, Kentucky, Maine, Maryland, Michigan, Minnesota, Missouri, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, Ohio, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia and Wyoming.
Respiratory Care: National Board for Respiratory Care, California, Florida
Social Work: Florida
Speech-Language Pathology and Audiology: Alabama, American Speech-Language-Hearing Association, Arizona, Florida, Georgia, Hawaii, Kansas, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Nevada, New Hampshire, New Jersey, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Tennessee, Texas, Utah, Vermont, Washington
Texas Medical and Dental Schools Application Service

4. Teacher Certification

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, 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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Website: www.jsilny.org

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

E-mail address: _____ Phone No.: _____
Area code and number

Name of Applicant:
If different from the cardholder _____
First Middle Last

Billing 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 ☐DISCOVER

in the **TOTAL** amount of U.S. $_____ ***← (TOTAL amount of your order must 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 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.