

Foreign Education Evaluation Request

For Applicants to University of Maryland University College

When using this form, the applicant and UMUC will both receive a copy of the completed evaluation.

Mail only: Office of International Education Services AACRAO
One DuPont Circle, NW, Suite #520
Washington, DC 20036-1135

OR

Fax: 202-822-3940

Name

First name

M.I. Last name

Mailing Address

Phone number

Fax number

E-mail address

Applicants must provide an e-mail address in order to access the AACRAO online status check system.

Requesting (check one):

Basic statement of comparability (\$75) – usually required for graduate admissions or beginning undergraduate admissions.

Course-by-course evaluation** (\$190) – usually required for undergraduate transfer admissions.

Optional additional service—7 day RUSH service (\$100)

**** If the credentials presented are not recommended for university level recognition (i.e., transfer credit) you will only be charged for a "basic statement of comparability."**

Method of payment

Money order (no personal checks)

Credit card (American Express, MasterCard, Visa – circle one)

Name of cardholder

Card number

Expiration date

Signature of card holder

Date

Please send completed evaluation to (select one):

UMUC Undergraduate Admissions
3501 University Blvd. East
Adelphi, Maryland 20783 USA

UMUC Graduate Admissions
3501 University Blvd. East
Adelphi, Maryland 20783 USA

Please include photocopies of all official foreign educational records (in original language) submitted to UMUC. If there is any text on the back side of records, please make a photocopy of it too.

NOTE: All documents not in English must be accompanied by a literal English translation. You can do the translation of these records yourself, it does not have to be notarized or certified. The translator must sign the translated copy and include contact information.

Name of Secondary School(s)	Location(s) (City/Country)	Dates attended (from/to)	Name of Secondary School leaving certificate, diploma, or examination*	Date completed
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Name of Post secondary Institution(s)	Location(s) (City/Country)	Dates attended (from/to)	Certificates, degrees and exams completed*	Major/Area of Study
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****List credentials using indigenous (original language) terms.***

If you have questions, please contact the Office of International Education Services, AACRAO, by calling 202-296-3359, ext. 4600; or e-mail ies@aacrao.org.

You may cancel your request at any time during the evaluation process, but you will be subject to a \$30 cancellation fee.

If you request cancellation after the evaluation is completed, even if it has not yet been mailed; you will not receive a refund. If you choose to cancel your request while your records are under verification, you will not receive a refund.

All materials submitted for evaluation become the property of AACRAO and cannot be returned.

Once completed, a copy of your evaluation will be mailed First Class (or Foreign Air Mail to overseas addresses) to the mailing address on the application form. The second copy will be sent electronically to UMUC.

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