



UTSA

APPLICATION FOR CREDENTIALS EVALUATION FOR ADMISSION TO THE UNIVERSITY OF TEXAS AT SAN ANTONIO

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Please complete this form and mail it with your check (payable to FCSA) and documents to Foreign Credentials Service of America (see address at above right).

1. GENERAL INFORMATION	
PRINT your full legal name, without abbreviation	
First or given name	Middle or other name
Family name	
Print other family name which might appear on documents	Email address
Permanent mailing address: two copies of your evaluation will be prepared. One will go directly to UTSA; the other will be mailed to the address specified in this box.	Phone number
	Fax number
	Birth date (MM/DD/YY)
	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female

2. SERVICES AND FEES	
2 copies will be prepared: one is sent directly to UTSA; the other will go to the address specified above. A non-refundable processing fee of \$25 is included in the base fee.	ENTER AMOUNT
<input type="checkbox"/> Detailed Evaluation of Coursework \$75 (US) _____ <i>Includes a General Statement of Equivalency and a course-by-course transcript listing of US semester hours and grades</i>	
OPTIONAL FEES	
<input type="checkbox"/> Rush Service (3 working days after receipt of ALL materials) \$75 (US) _____ <i>Rush evaluations are completed in 3 working days AFTER the receipt of the FCSA application, fees, and necessary educational documents, translations, etc. The evaluation will be returned by regular first-class mail unless overnight delivery is requested and paid.</i>	
<input type="checkbox"/> U.S. Overnight Delivery \$25 (US) .per address _____	
<input type="checkbox"/> Revisions (adding documents to your original evaluation) \$50 (US) _____ <i>Revisions can be done for \$50 within the first six months after your initial evaluation. Send a photocopy of your evaluation along with the additional documents to be evaluated. If six months or more have passed since you first applied, you will need to start a new evaluation.</i>	
	TOTAL \$ _____

3. PURPOSE OF EVALUATION	
APPLICATION FOR ADMISSION TO THE UNIVERSITY OF TEXAS AT SAN ANTONIO FOR THE	
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: _____
CHECK ONE: <input type="checkbox"/> Freshman <input type="checkbox"/> Transfer <input type="checkbox"/> Graduate	

4. WHAT TO SUBMIT	
1. REQUIRED DOCUMENTS Applicants to UTSA should submit original or certified copies of academic degrees/diplomas showing all subjects studied, examinations, and grades. Original documents will be sent to UTSA with a copy of the evaluation.	
2. TRANSLATIONS Certified word-for-word English translations must accompany all foreign language documents.	

5. SUMMARY OF EDUCATIONAL EXPERIENCE

Beginning with the 10th year of formal education, complete the following educational ladder:

(Include any school you are presently attending. Use additional sheet if necessary.)

Name of school and location	Years of attendance		Degree, title certificate	Year earned or expected
	month/year	month/year		
_____	_____	to _____	_____	_____
_____	_____	to _____	_____	_____
_____	_____	to _____	_____	_____
_____	_____	to _____	_____	_____
_____	_____	to _____	_____	_____
_____	_____	to _____	_____	_____
_____	_____	to _____	_____	_____

6. PAYMENT

Please enter amount from TOTAL line at the end of section 2: _____

From WITHIN the United States:

I am enclosing my check drawn on a US bank, money order, or cashier's check made payable to FCSA.

From OUTSIDE the United States:

I am enclosing my international money order or check drawn on a US bank made payable to FCSA.

From either within or outside the United States:

Please bill my credit card: Visa MasterCard American Express

Name on card: _____

Credit card #: _____ Exp. date: ____/____/____

7. CHECKLIST

Make sure you have done the following before mailing your package:

- Enclosed original or certified copies of ALL necessary academic documents
- Enclosed English language translations, if necessary
- Enclosed appropriate payment
- Signed your name at the bottom of this form

8. STAFF QUALIFICATIONS

The staff of Foreign Credentials Service of America (FCSA) are highly qualified professionals in the area of foreign credential evaluation. Evaluations are based on the standard policies and procedures employed by the The University of Texas at San Antonio in the evaluation of foreign credentials. FCSA maintains a comprehensive library of materials associated with the evaluation of foreign and domestic credentials and updates this information as new materials become available. All evaluations will be based on the most current information available. Resumes and references are available upon request.

9. COMMENTS

Use this space to provide FCSA with additional information that could be useful in your credentials evaluation.

10. SIGNED STATEMENT

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 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 Foreign Credentials Service of America from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation.

Signature of Applicant _____ Date _____