

FOREIGN TRANSCRIPT EVALUATION REQUEST FORM

Steps to Apply

1. **Submit an application** - Download this application, fill it out, and email it to intake@spantran.com. Include scans of your personal copies of your transcript(s), degree certificate/diploma(s), and a government-issued photo ID

2. **Verify your credentials. You have two options:**

Option 1 – Have your official transcripts mailed/mailed to SpanTran by the university registrar/records office of your foreign university. Anything sent by anyone other than the university will be considered unofficial. Sealed envelopes containing your transcripts will not be considered official if the envelope is mailed to us by you or anyone but the university.

Option 2 – Pay for our Verification services. We will reach out to your university directly to confirm the authenticity of your studies (see **Part 3** of this application for more information). You will still need to provide scans of your signed/stamped transcript(s) and diploma(s).

SpanTran: The Evaluation Company
450 7th Avenue, suite 1107
New York, NY 10123

If you have questions about this application, please call (646) 475-2570. You can also apply in-person at our Manhattan office at the address above

PART 1: PERSONAL DETAILS

Your Name (Given Name) (Surname):

Your Name as it Appears on Academic Document(s) (if different):

Date of Birth (Month) (Day) (Year):

Country/ies of study outside the U.S.:

Email address:

Sex: Male

Female

Educational History: list all schools attended, along with the name and date of any educational credential earned

Type of Degree (e.g. bachelor's, associate's, etc.)	School Name	Country	# Years of Study and Graduation Date

PART 2: EVALUATION

St. John's University requires that you submit a course-by-course evaluation (Course Analysis). Please select a turnaround time below.

Service Type	5 Day Turnaround	2 Day Turnaround Time
Course Analysis (lists courses, grades, and GPA)	\$140	\$350

PART 3: TRANSLATION

Translation

If your documents are not in English, we require an ATA **certified** translation to be submitted with your documents. If you do not have a certified translation, we can provide a quote for this service after you submit your application. Please select one of the following options:

- ☐ All my documents were originally issued in English.
- ☐ My documents are originally in a foreign language, but I will provide a **certified** translation of them with copies of the original documents.
- ☐ My documents are in a foreign language, and I need a quote for translation services (once quote is accepted, payment is required up front).

PART 4: VERIFICATION

Verification

To avoid fraud, all academic documents you submit must be verified by your conferring institution. There are two options:

1. You may ask your university abroad to send us your official transcripts via mail or email
2. You can pay for us to reach out to your institution and verify unofficial copies of your transcripts that you provide to us

Please select one of the following:

- ☐ I will arrange for my issuing institution(s) to send my official transcripts directly to SpanTran (further instructions will be provided when we receive your application)
- ☐ Please perform Verification Services. I am including payment for the following services:

Verification costs:

Mexico (\$75)

Canada, United Kingdom (\$85)

Russia, Ukraine (\$120)

Algeria, Egypt, Liberia, Morocco, and Tunisia (\$120)

Bahrain, Iran, Iraq, Israel, Jordan, Kuwait, Oman, Saudi Arabia, UAE, Yemen (\$120)

Bangladesh, Bhutan, China, India, Indonesia, Japan, Malaysia, Myanmar, Nepal, Pakistan, Singapore, South Korea, Sri Lanka, Taiwan, Thailand, Turkey, the Maldives, Philippines, and Vietnam (\$120)

Nigeria (\$175)

All other countries (\$60)

**Verification services may not always be available. If this is the case, you will need to have official transcripts sent to us.*

PART 5: DELIVERY

SpanTran will send St. John's University an electronic copy of your evaluation and copies of your verified transcripts at no charge.

Your completed evaluation will be emailed to you. Two hardcopies of the evaluation and translation (if ordered) are included in the price for your personal use. If you'd like to receive your hardcopies, you need to pay for mailing. You can also choose to have the copies sent to other universities/employers. Mail sent to non-residential addresses must be sent via courier.

- ☐ Mail to US address with USPS (\$15 per sealed copy)
- ☐ Mail to US address with Courier (\$30 per sealed copy)
- ☐ Pick up in person (New York, Miami, Los Angeles, or Houston)

Address 1

Address 2

PART6: PAYMENT & TERMS AND CONDITIONS

HOW ARE YOU PAYING?

- ☐ Credit/Debit Card (Visa, MasterCard, American Express or Discover)
- ☐ Cash (can only be paid in person at our NY, Houston, or Miami Intake Office)
- ☐ Money order payable to SpanTran, Inc. Send to SpanTran: The Evaluation Company, 2400 Augusta Drive, suite 451, Houston TX 77057.

WE DO NOT ACCEPT PAYPAL, PERSONAL CHECK OR BANK TRANSFER

CREDIT CARD INFORMATION:

Name _____

Card Number _____

Security Code _____ Exp. ____ / ____

Zip Code for Card Billing _____

Acceptance of our terms and conditions:

I am age 18 or older, or I am a parent or guardian of the person whose credentials are to be evaluated, and I agree that:

1. SpanTran will only process the evaluation when my file is complete and all fees are paid.
2. I authorize SpanTran to release and request information from institutions listed to verify my academic credentials.
3. My evaluation and/or translation will be based exclusively upon the documents I submit as part of my application and I certify that all information and documentation I provide to SpanTran is true and accurate.
4. Once an evaluation application is accepted and the fee is paid, all fees paid are non-refundable except for fees judged by SpanTran to be overpayments for services not needed. If we do issue a refund, we will charge a \$50 processing fee.
5. There will be no refund if we do not perform an evaluation because fraud is discovered with regard to the credentials being evaluated. If fraud is found, SpanTran will advise the relevant parties listed in this application such as the academic institution, agency, or employer. SpanTran will not be liable for any damages as a result. I will pay any legal fees or expenses resulting from any claim I make based on incorrect information I provide to SpanTran.
6. Once an evaluation is issued, I have 30 days to submit in writing any questions or objections and to do so one time. SpanTran may or may not make any changes to the evaluation.
7. SpanTran is not responsible for mail that is lost or wrongly delivered by the post office or a courier.
8. All documents mailed to SpanTran are the property of SpanTran.
9. If I am paying by credit card, I agree for this account to be charged for the total amount of all services requested in this application.
10. SpanTran reserves the right NOT to accept this application for any reason. If your application is not accepted, no fee will be charged.

You will be supplied with a reference number. If you believe your case has been completed but have not heard from us, please send an email to intake@spantran.com and include your reference number.

Signature

Date