



THIS FORM MAY BE COMPLETED ONLINE  
OR DOWNLOADED AT SPANTRAN.COM.

## SPANTRAN APPLICATION FOR CREDENTIAL EVALUATION

This application form consists of five parts:

1. Your personal and academic details
2. Basic costs
3. Additional costs
4. Payment
5. Important information & terms and conditions

It should take you approximately 5-10 minutes to complete. USE INK OR TYPE. SCAN AND SEND TO [apps@spantran.com](mailto:apps@spantran.com)

### PART 1 : PERSONAL AND ACADEMIC DETAILS

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Date of Birth \_\_\_\_\_ Country/ies you have grades or licenses from \_\_\_\_\_  
MONTH/DAY/YEAR

Your name on Academic Document \_\_\_\_\_  
LAST FIRST MIDDLE

Male  Female | Phone Numbers: **Cell** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Home** ( ) \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### PART 2: YOUR CREDENTIAL EVALUATION

#### Basic Cost of Credential Evaluation

The cost of each credential evaluation depends on how fast you need it. For high school/ secondary school documents, please select the general evaluation. For college/university documents, please select the course analysis. Please choose one of the following:

Service Type	10 Day Turnaround Time	5 Day Turnaround Time	2 Day Turnaround Time
General Evaluation	\$75	\$135	\$160
Course Analysis	\$150	\$270	\$420

**Degree(s) you want evaluated:** (Include the following details of each credential you are submitting for an evaluation.)

Type of Degree	School	Country	# Years of Study and Graduation Date

## PART 3: ADDITIONAL COSTS

### TRANSLATING AND VERIFYING DOCUMENTS:

#### Cost of Translation

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

- All my documents are 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.)

#### Cost of Verifying Documents you Give to SpanTran

To avoid fraud, we check that documents submitted to us are authentic. To do this, we ask the foreign institution that issued them to confirm that your documents are authentic and have not been falsified. Our fees cover our internal costs and the fees that foreign institutions charge us to verify credentials. If the issuing institution requires additional fees or there are additional costs due to multiple degrees, we will notify you after you submit your application.

We recommend paying for the verification service because it will eliminate the need for you to obtain your original documents from overseas, which can oftentimes take a considerable amount of time and effort. If you pay the additional fee for the verification service we will be able to complete your evaluation within 2 days, 5 days, or the standard turnaround time (usually 10 days).

#### Please select one of the following (required):

- I will arrange for my issuing institution(s) to send SpanTran documents directly. I will receive instructions on how to do this after I submit my application.
- Please perform Verification Services. I am including payment for the following services:

Verification for Mexico	\$75
Verification for Canada and the United Kingdom	\$85
Verification for Yemen, Bahrain, Iran, Israel, Jordan, Kuwait, Lebanon, Oman	\$120
Verification for Bangladesh, Bhutan, China, India, Indonesia, Japan, Malaysia, Myanmar, Nepal, Singapore, South Korea, Sri Lanka, Taiwan, Thailand, the Maldives, and Vietnam	\$120
Verification for Algeria, Egypt, Liberia, Morocco, Tunisia	\$120
Verification for Russia and Ukraine	\$120
Verification for all other countries	\$60

## PART 4: DELIVERY

#### Delivery Costs

We recommend sending evaluations / translations to BU via email for both graduate and undergraduate admissions. If you would like a copy for yourself, please select one of the following mailing options:

- E-Mail to the address provided at the beginning of the application (and to BU international admissions: [gradadmissions@barry.edu](mailto:gradadmissions@barry.edu) )
- US Postage (\$5 per address)  Domestic Courier (\$30 per address)  Pick up Miami Office

#### Delivery via Postal Service

Two copies of the evaluation and translation (if ordered) are included. You can send two copies to one address or one copy to each of two addresses. If more than two copies are needed, contact our office to make arrangements. Extra fees may apply.

ADDRESS 1	ADDRESS 2
<hr/>	<hr/>
<hr/>	<hr/>

## PART 5: PAYMENT

### HOW ARE YOU PAYING?

- Cash may only be paid at our NY, Houston, or Miami Intake Office
- Money order payable to SpanTran. Send to SpanTran, **2400 Augusta Drive, Suite 451, Houston, TX 77057**. Write on the money order the name of the person matching the name listed in Part 1
- Credit Card: (Visa, Mastercard, American Express or Discover).

### CREDIT CARD INFORMATION:

Name \_\_\_\_\_  
Card No. \_\_\_\_\_  
Security Code \_\_\_\_\_ Exp. \_\_\_\_\_ / \_\_\_\_\_  
Zip Code for Card Billing \_\_\_\_\_

Evaluation Fee (s)	Translation Fee (s)	Verification Fee(s)	Delivery Fee(s)	Total

## PART 6: IMPORTANT INFORMATION & TERMS AND CONDITIONS

- We do not return documents to you. Therefore, **DO NOT SEND ORIGINALS OF YOUR ACADEMIC DOCUMENTS.**
- **WE DO NOT PERFORM YOUR EVALUATION UNTIL YOUR FILE IS COMPLETE AND YOUR FEES ARE PAID.**
- 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 [Status@spantran.com](mailto:Status@spantran.com) and include your reference number.

### 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.
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. 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.
9. SpanTran is not responsible for lost or damaged original documents and requests that you do not submit any original documents with your 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_