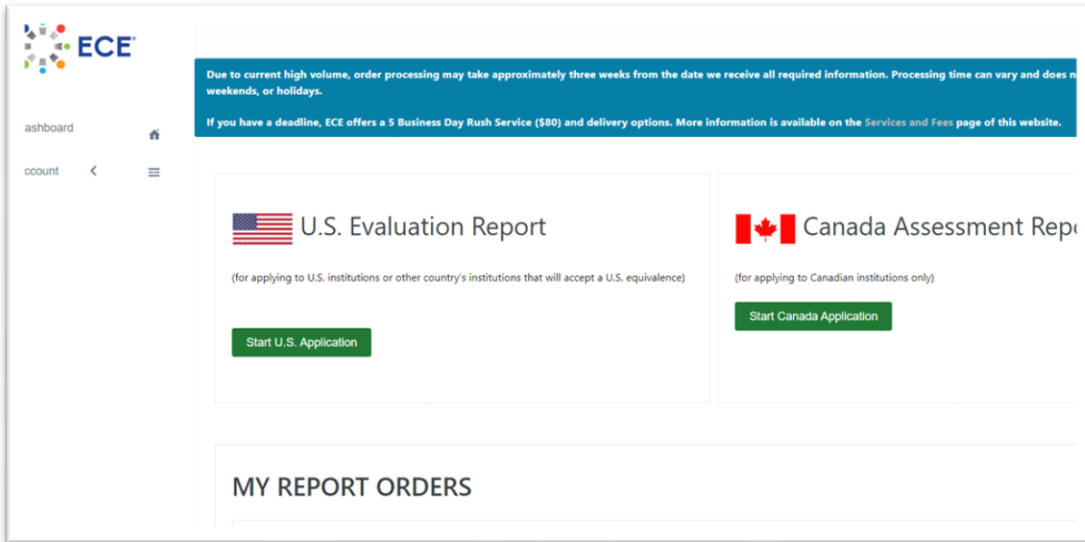


## Instructions (with pictures) for applying for your Credential Evaluation with Education Credential Evaluators (ECE)

To request an evaluation report, please visit <https://www.ece.org/ECE/Credential-Evaluations> and click on Credential Evaluations and select “Applicants to U.S. institutions,” click “Apply Now” then click “Create Account.”

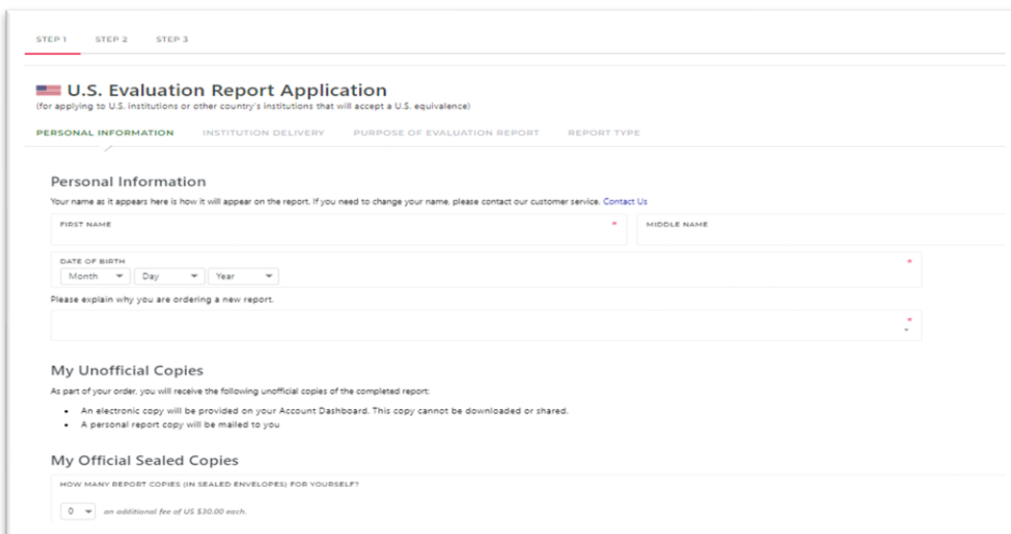
Once you have created your ECE Account, you must log in to <https://accounts.ece.org/login> to initiate your application for a U.S Evaluation Report.



The application form consists of three steps.

**Step 1** is for ‘Personal Information’

All required information must be filled with correct information. Applicants will receive unofficial copies of the completed report: An electronic copy will be provided on your account Dashboard. This copy cannot be downloaded or shared. A (1) personal report copy will also be mailed to your home address. If you need an official or sealed copy to be mailed to your home address, you can add copies depending on the number of copies you would like for an **additional \$30** for each copy.

A screenshot of the "U.S. Evaluation Report Application" form, Step 1: Personal Information. The form is titled "U.S. Evaluation Report Application" with a sub-note "(for applying to U.S. institutions or other country's institutions that will accept a U.S. equivalence)". Below the title are four tabs: "PERSONAL INFORMATION", "INSTITUTION DELIVERY", "PURPOSE OF EVALUATION REPORT", and "REPORT TYPE". The "PERSONAL INFORMATION" tab is active. The form includes a section for "Personal Information" with a note: "Your name as it appears here is how it will appear on the report. If you need to change your name, please contact our customer service. Contact Us". There are input fields for "FIRST NAME" and "MIDDLE NAME". Below these is a "DATE OF BIRTH" section with dropdown menus for "Month", "Day", and "Year". A text area is provided for "Please explain why you are ordering a new report." Below this is a section for "My Unofficial Copies" with a note: "As part of your order, you will receive the following unofficial copies of the completed report:" followed by a bulleted list: "An electronic copy will be provided on your Account Dashboard. This copy cannot be downloaded or shared." and "A personal report copy will be mailed to you". At the bottom, there is a section for "My Official Sealed Copies" with a dropdown menu for "HOW MANY REPORT COPIES (IN SEALED ENVELOPES) FOR YOURSELF?" and a note: "an additional fee of US \$30.00 each."

For the 'My Delivery' section (see pics below), you must provide a personal mailing address and preferred delivery method. This address will be used to mail any returnable documents, as well as the personal copy and any extra purchased official sealed copies. Please be advised that ECE does not accept the institution's (Messenger College) address as the delivery address; YOUR home mailing address must be provided, or you can choose to have your copy of the evaluation sent to a friend or family member in the US. Please contact Messenger College if you would like to have your copy sent to the US but do not have friends or family here. (see delivery costs below).

For international addresses, ECE offers Courier International for a **fee of US\$65.00**. Once all the information has been provided, the applicant may click the blue button 'continue'.

**My Delivery**

The following items will be sent to your address that you will provide below:

- Educational documents that are eligible for return
- Your personal report copy
- Any purchased official sealed copies for yourself

ADDRESS INFORMATION

CONTACT NAME

ADDRESS

ADDRESS 2

COUNTRY

CITY \*      POSTAL CODE

PHONE  
 US/Canada    International   ex: 414-555-5555 \*

DELIVERY METHOD

[Continue](#)

PHONE \*  
 US/Canada    International   ex: 414-555-5555

DELIVERY METHOD

U.S. Courier Overnight US\$45.00  
Delivery in 1 business day to most locations. Service may vary depending on location. Tracking information included and signature required.

U.S. Courier 3 Day US\$25.00  
Delivery in 3 business days to most locations. Service may vary depending on location. Tracking information included and signature required.

USPS Priority US\$15.00  
Delivery in approximately 2 - 3 days. Tracking information included. No signature required. Not recommended for document return.

[Continue](#)

The next page (see pic below) allows the applicant to order official copies to be sent to the institution they are applying to. Choose Messenger College and ECE will send us an electronic copy.

Due to current high volume, order processing may take approximately three weeks from the date we receive all required information. Processing time can vary and does not include delivery time, weekends, or holidays. If you have a deadline, ECE offers a 5 Business Day Rush Service (\$80) and delivery options. More information is available on the Services and Fees page of this website.

STEP 1 STEP 2 STEP 3

### U.S. Evaluation Report Application

(for applying to U.S. institutions or other country's institutions that will accept a U.S. equivalence)

✓ PERSONAL INFORMATION **INSTITUTION DELIVERY** PURPOSE OF EVALUATION REPORT REPORT TYPE

#### Institution(s) receiving the ECE® report

Please add the institution(s) you wish to send the report to. Each institution you add will result in an additional fee of US \$30 plus delivery charge.

Add recipient(s) by selecting Search and Add Institution.

If the recipient you are searching for doesn't appear as you type, please try again with a more specific name or key word. If the recipient still doesn't appear, you may enter the address manually.

SEARCH FOR INSTITUTIONS

Back Continue

Under purpose of evaluation report (see pic below), please select "Further Education" and the level of education that you will be entering, NOT what you have already completed.

Choose "Freshman" if you have only completed high school or "Undergraduate or Transfer" if you have completed some college level study.

STEP 1 STEP 2 STEP 3

### U.S. Evaluation Report Application

(for applying to U.S. institutions or other country's institutions that will accept a U.S. equivalence)

✓ PERSONAL INFORMATION ✓ INSTITUTION DELIVERY **PURPOSE OF EVALUATION REPORT** REPORT TYPE

What is the purpose for ordering a report?  
You may select more than one option.

- Further Education
- Cosmetology and Barbering Licensure  
Select this option if you are pursuing a license as a cosmetologist (including manicurist and esthetician) or barber.
- Professional Licensure
- NABP/FPGEC  
Select this option if you are applying to the FPGEC Certification Program.
- Employment
- Immigration
- Military
- Other

Education Selected

LEVEL OF EDUCATION

- FRESHMAN
- UNDERGRADUATE OR TRANSFER
- GRADUATE

FIELD OF STUDY  
Please provide your field of study

Back Continue

The last page for step 1 is choosing the report type. Students with holding only a high school transcript will choose “General with GPA” and transfer students with university credits will choose “Course by Course”

The screenshot shows the 'U.S. Evaluation Report Application' form at the 'REPORT TYPE' step. The form is divided into several sections, each with a radio button for selection:

- COURSE BY COURSE REPORT** (US \$195.00): Includes U.S. educational equivalence, credit and grade equivalents, grade average, upper level course identification, and a note about high school evaluation. Suggested uses include Further Education (High School, College or University), Employment, Professional Licensure, and View Sample Download.
- HIGH SCHOOL AND UNIVERSITY LEVEL COURSE BY COURSE** (US \$235.00): Suggested uses include Further Education (College or University) and View Sample Download.
- SUBJECT ANALYSIS REPORT** (US \$275.00): Note about high school evaluation. Suggested uses include Further Education (College or University), Professional Licensure, and View Sample Download.
- GENERAL REPORT WITH GRADE AVERAGE** (US \$130.00): Suggested uses include Further Education and View Sample Download.
- GENERAL REPORT** (US \$100.00): U.S. equivalence for each educational credential. Suggested uses include Immigration, Professional Licensure, Employment, Military, and View Sample Download.

At the bottom, there are 'Back' and 'Continue' buttons.

Step 2 of the application process requires the submission of educational history and documentation, along with instructions on how to submit the documents.

The screenshot shows the 'U.S. Evaluation Report Application' form at the 'Enter Your Educational History' step. The form is divided into two main sections:

- Enter Your Educational History**: A form with multiple rows for entering educational institutions. Each row includes fields for Institution Name, Country, and Year. There are also fields for 'Start of Enrollment' and 'End of Enrollment' with dropdown menus for 'Month' and 'Year'. A 'Save Institution Details' button is at the bottom of this section.
- Your Educational History**: A large empty box on the right side of the page, intended for displaying the entered information. A green checkmark is visible in this area.

At the bottom, there are 'Back' and 'Continue' buttons.

Educational history will be displayed on the right side of the page.

The next page will be the required documentation requirement based on the applicant's country of study. To review the country's documentation requirements, please click the following link: <https://accounts.ece.org/DocumentRequirement/146> and change the country. The necessary

documentation and instructions will be presented. The “I have read” box must be checked after reviewing the requirements.

**Important Note:** We verify all documents from Afghanistan with the issuing body. This may cause significant delays in the preparation of an evaluation report. Ordering Rush service will not speed up the verification process.

In order to expedite the verification process, please fill out and sign this [authorization form](#) to allow us to contact your institution and/or the Ministry of Higher Education. Submit the completed form to us along with your documents.

Please select checkbox to acknowledge that you have read and understand all of ECE's documentation requirements.

I have read and understand these documentation requirements, and I shall submit the required documents to ECE.

Back Continue

Please be advised that if you have studied in two countries, both sets of documentation requirements for each country will be provided.

**U.S. Evaluation Report Application**  
(for applying to U.S. institutions)

EDUCATION HISTORY REQUIRED DOCUMENTS INSTRUCTIONS

**Instructions**

When you complete this application, you will receive an ECE# reference number and a Document Matching Form. If you are sending the documents yourself, print and include the Document Matching Form. If the documents are being sent to ECE directly from an institution, this form is not required. Please include your ECE# reference number on all envelopes and correspondence that you send to ECE.

**Failure to do so will increase the processing time.**

Translations: ECE requires word for word translations when your academic documents are not issued in English. You may prepare the translations yourself as long as they are complete, literal and in the same format as the original document. (Exception: NABP applicants, please see NABP documentation requirements for translation instructions as they differ.)

Where to send your documents:

Type of Documents:

- Your Original document
- Original document reissued in an institutionally sealed envelope
- Attested copy issued in an institutionally sealed envelope

**Mailing Address:**  
For courier service only with us FedEx, UPS, DHL, etc.

ECE  
101 W. Pleasant St. Suite 200  
Waukegan, WI 53150-3983  
USA

Electronic Documents:

- Photocopy or scanned documents, or translations

Please do not email questions to [ecemail@ece.org](mailto:ecemail@ece.org). This email is for document submission only. If you have any questions, please contact customer service. [Contact Us](#)

ecemail@ece.org

Back Continue

The next page are the instructions on how to send your documents to ECE.

**Step 3** of the application is for report options, review application, customer agreement, payment choice and payment.

**U.S. Evaluation Report Application**  
(for applying to U.S. institutions or other country's institutions that will accept a U.S. equivalence)

REPORT OPTIONS REVIEW APPLICATION CUSTOMER AGREEMENT PAYMENT CHOICE PAYMENT

**Would you like to add optional rush services?**

Due to current high volume, order processing may take up to 3 weeks from the date we receive all required information. Standard processing time can vary and does not include delivery time, weekends, or holidays.

If you have a deadline or need the report completed urgently we highly recommend adding rush service to your order.

With Rush service your application will be handled on a priority basis and is guaranteed to be completed within 5 business days. Please note rush processing time does not include delivery time, weekends or holidays.

FIVE DAY RUSH (US\$80.00)  NO RUSH SERVICE

Back Continue

Applicants have the option to add rush service on their orders for \$80 if needed.

The next step is to review the application, mailing address, selected report type, report purpose total amount.

The screenshot shows the 'Application Review' page with the following details:

- Order Details:** US \$95.00
- APPLICANT INFO:** EDIT. Personal report copy: 1 USD \$0.00; Courier international: \$25.00.00
- REPORT TYPE:** EDIT. Course Report US \$190.00
- REPORT PURPOSE:** EDIT. Employment investigation
- EDUCATIONAL HISTORY:** EDIT. GRADUATED; #ghammar - 2020-2021 - May 2021
- ORDER TOTAL:** USD \$285.00

After reviewing the application, the next page will be for the agreement. Please ensure the check box is ticked after reviewing the agreement.

The screenshot shows the 'EVALUATION REPORT AGREEMENT' page with the following sections:

- 1. Agreement:** EVALUATION REPORT AGREEMENT. The agreement between the signing/submitting party ("you") and Educational Credential Evaluators, Inc. ("ECE") is part of the Evaluation Report Application ("Application").
- Terms and Conditions:** Documentation Requirements, Information and Documentation Requests, Payment, Refund and Refund Policy, Limitations on Refunds, Abandoned Orders, Verification of Authenticity, General Report for Unrecognized Study, Delivery Service, Electronic Delivery, Guarantee, Advisory Nature of Reports, Refusal of Service, Copies, No Obligation to Renew, Data Use, Security, Privacy and Retention, Information Subject to Change, Customer Certification, Consent, Document Verification, Refused Document Measures, LIMITATIONS OF LIABILITY - HEREBY RELEASES, WAIVES AND AGREES TO WAIVE ALL LIABILITY FOR: (1) ANY MATTER ARISING UNDER THE APPLICATION; (2) ECE'S SERVICES, WHETHER OR NOT PERFORMED OR INCOMPLETE; (3) ALL LOSSES AND DAMAGES SUSTAINED DUE TO ANY OR ANOTHER'S USE OF A REPORT, INCLUDING DIRECT, INDIRECT, ECONOMIC, CONSEQUENTIAL, AND PUNITIVE DAMAGES AND ALL LOSS OR DAMAGE TO DOCUMENTS SUBMITTED AT ANY TIME; Use and Waive, Agree that the laws of the State of Wisconsin govern all matters arising under the Application or related to ECE's services, without regard to conflict of law principles; hereby, I (we) irrevocably submit to the exclusive personal jurisdiction of state or federal courts located in Milwaukee, WI, United States; (2) waive my right to commence any suit, proceeding, or claim in any other court or venue; and (3) WAIVE MY RIGHT TO JURY TRIAL.
- Electronic Transaction and Signature:** Agree to conduct this transaction electronically and understand that, by clicking "Sign and Submit," I am signing the Application and agreeing to everything in it.
- Accept Customer Agreement:** Electronic Signature. By checking this box, I understand I am electronically signing this application and I certify: (1) I am the signing and submitting party who is named below; (2) I am at least 18 years of age; (3) I have read and understand the entire Application; (4) all information provided in the Application is complete and true to the best of my knowledge; and (5) I am not the person whose credentials will be evaluated. I am acting on that person's behalf and have the authority to do so.

Next is the payment option. Applicants may pay with a Visa, MasterCard or Discover in the online application, or they may select to send a check by mail.

Due to current high volume, order processing may take approximately three weeks from the date we receive all required information. Processing time can vary and does not include delivery time, weekends, or holidays.  
If you have a deadline, ECE offers a 5 Business Day Rush Service (\$80) and delivery options. More information is available on the Services and Fees page of this website.

✓ STEP 1   ✓ STEP 2   **STEP 3**

### U.S. Evaluation Report Application

(for applying to U.S. institutions or other country's institutions that will accept a U.S. equivalence)



✓ REPORT OPTIONS   ✓ REVIEW APPLICATION   ✓ CUSTOMER AGREEMENT   **✓ PAYMENT CHOICE**   PAYMENT

Coupon Code  
If you have a coupon code, enter it here.

COUPON CODE

How would you like to pay?

Credit Card

Check (checks issued by a foreign bank must also list the name of an affiliated U.S. bank)

Once the application fee has been paid and the application has been submitted, the applicant may then proceed to submit the required documentation.

If you have any questions about placing an Individual order, OR if you wish to talk/chat with a customer care specialist, they are available via LiveChat from 9am to 4pm (CST) on the weekdays: <https://www.ece.org/ECE/About/Contact-Us>

**For further information or help with applying for your ECE evaluation you can also call:  
Messenger College at +1817-554-5950**