



HUMAN CAPITAL

Exam Support Group
One Centre Street, 14th Floor
New York, NY 10007
Automated Telephone: (212) 669-1357

FOREIGN EDUCATION EVALUATION GUIDE

- In order to receive credit in the examination for your foreign education, you must have your foreign education evaluated by one of the approved services listed on the reverse side.
- Refer to the Notice of Examination to find out whether you need a "document-by-document" (general) evaluation or a "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education.
- Evaluation fees must be paid by the applicant.
- Your evaluation must be received no later than **8 weeks** from the last day to apply for this examination. If your evaluation is not received by this time, your foreign education will not be rated. An extension of this time limit is available if the evaluation service submits an acceptable reason in writing for the delay.
- All acceptable foreign education evaluation documents submitted directly by the evaluation service to the address below will be retained by Department of Citywide Administrative Services (DCAS) in a permanent file for future reference.

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1. Photocopies sent by candidates will **not** be accepted.
 2. Only evaluations which have the raised seal or original stamp of the evaluation service on the document **and** are submitted directly to the DCAS by an approved evaluation service will be accepted.
 3. If you previously had an evaluation done by one of the approved services listed on the reverse side, you may request that the service send a certified duplicate original directly to DCAS.
 4. In order to obtain confirmation that DCAS has received your evaluation from the service, have a stamped, self-addressed post card sent to us by the service along with your evaluation. We will return the post card to you to acknowledge that your evaluation has been received. **We cannot respond to telephone inquiries.**

Have the evaluation service include:

- Your **name** and **social security number** with the evaluation; and
- The **title** and **examination number** of the examination you are applying for on the envelope.
- A stamped, self-addressed stamped post card (as mentioned in # 4 above).

Have the evaluation service mail your completed original evaluation to:

- New York City Department of Citywide Administrative Services
Exam Support Group
1 Centre Street, 14th Floor
New York, NY 10007
ATTN: (Exam Title), (Exam #)

TURN OVER FOR APPROVED FOREIGN EDUCATION EVALUATION SERVICES 🌀🌀🌀

APPROVED FOREIGN EDUCATION EVALUATION SERVICES

**Center for Applied Research,
Evaluation & Education, Inc.**
International Evaluation Service
P.O. Box 18358
Anaheim, CA 92817
Phone: (714) 237-9272; 237-9276
Fax: (714) 237-9279
E-mail: evalcaree@yahoo.com
Web: <http://www.iescaree.com>

Education International, Inc.
29 Denton Road
Wellesley, MA 02482
Phone: (781) 235-7425
Fax: (781) 235-6831
E-mail: edint@gis.net
Web: <http://www.educationinternational.org>

Educational Records Evaluation Service, Inc.
601 University Avenue, Suite 127
Sacramento, CA 95825-6738
Phone: (916) 921-0790
Fax: (916) 921-0793
E-mail: edu@eres.com
Web: <http://www.eres.com>

Evaluation Service, Inc.
333 W. North Avenue #284
Chicago, IL 60610
Phone: (847) 8569
Fax: (312) 587-3068
E-mail: info@evaluationservice.net
Web: www.evaluationservice.net

Foreign Academic Credentials Services, Inc.
P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Fax: (618) 656-5292
E-mail: facsa@aol.com
Web: www.facsusa.com

Educational Perspectives, NFP.
P.O. Box 618056
Chicago, IL 60661-8056
Phone: (312) 421-9300
Fax: (312) 421-9353
Email: info@edperspective.org
Web: <http://www.edperspective.org>

Foundation for International Services, Inc.
505 Fifth Avenue South
Suite 101
Edmonds, WA 98201
Phone: (425) 248-2255
Fax: (425) 248-2262
E-mail: info@fis-web.com
Web: www.fis-web.com

Globe Language Services, Inc.
305 Broadway, Suite 401
New York, New York 10007
Phone: (212) 227-1994
Fax: (212) 693-1489
E-mail: info@globelanguage.com
Web: www.globelanguage.com

International Consultants of Delaware, Inc.
3600 Market Street, Suite 450
Philadelphia, Pa. 19104
Phone: (215) 387-6950 Ext 603
Fax: (215) 349-0026
E-mail: icd@icdeval.com
Web: <http://icdeval.com>

**Josef Silny & Associates, Inc.
International Education Consultants**
7101 S.W. 102nd Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
E-mail: info@jsilny.com
Web: <http://www.jsilny.com>

Span Tran: The Evaluation Company
450 Fashion Avenue, Suite 1004
New York, NY 10123
Phone: (646) 475-2570
Fax: (713) 789-6022
E-mail: status@spantran.com
Web: <http://www.spantran.com>

International Education Research Foundation (IERF)
PO Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086
Email: info@ierf.org
Web: www.ierf.org