

## 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" evaluation (general) or a "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education.
- The cost of evaluating your foreign education is 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 evaluations submitted directly by the evaluation service to the address below **will be retained** by the New York City Department of Citywide Administrative Services (DCAS) **in a permanent file for future reference**. **However, if a document by document evaluation is on file with DCAS and you are now applying for an examination that requires a course by course evaluation to meet the education qualification(s), you will need to have an evaluation service send DCAS a course by course evaluation. If you are having a foreign education evaluation sent to DCAS for the first time and you are applying for multiple exams in the same month, the evaluation service that you use only needs to send DCAS one foreign education evaluation.**
- Photocopies of foreign education evaluations received from candidates will **not** be accepted and may be returned or discarded.
- Only foreign education evaluations submitted directly to DCAS by an approved evaluation service with a *raised seal* or an *original stamp* of the evaluation service on the evaluation will be accepted.
- If you previously had a foreign education evaluation done by one of the approved evaluation services listed on the reverse side for another purpose, DCAS will accept your foreign education evaluation provided that it is stamped "*certified duplicate original*" **and** received directly from that evaluation service.

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In order to obtain an official confirmation that DCAS has received your foreign education evaluation from the service that you selected, we recommend that you have a stamped, self-addressed postcard included by the service when your evaluation is sent to DCAS. We will return the post card to you to acknowledge that your foreign education evaluation has been received. **Due to the number of foreign education evaluations received, a delay may occur in confirming the receipt of your evaluation by telephone or in-person inquiries.**

### Have the evaluation service include:

- Your **name** and **social security number** on the evaluation; and
- The **Exam Title** and **Examination Number** of the examination you are applying for on the envelope.
- A stamped, self-addressed stamped postcard (for confirmation of receipt of your foreign education evaluation).

### Have the evaluation service mail your completed original evaluation to:

- New York City Department of Citywide Administrative Services  
Administration, Customer, and Exam Support  
1 Centre Street, 14<sup>th</sup> Floor  
New York, NY 10007  
ATTN: (Exam Title), (Exam Number)



# 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](mailto:evalcaree@yahoo.com) Web:  
<http://www.iescaree.com>

**Center for Educational Research & Evaluation (CERE)**  
140-30 Beech Avenue, Suite #1R Flushing,  
Queens, NY 11355 Phone: (718) 445-2790  
Fax: (718) 879-5871  
E-mail: [MJafry8@aol.com](mailto:MJafry8@aol.com)  
Web: <http://www.degreeevaluation.com>

**Evaluation Service, Inc.**  
333 W. North Avenue #284  
Chicago, IL 60610  
Phone: (847) 477-8569  
Fax: (312) 587-3068  
E-mail: [info@evaluation-service.net](mailto:info@evaluation-service.net) Web:  
[www.evaluation-service.net](http://www.evaluation-service.net)

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

**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](mailto:facsa@aol.com)  
Web: [www.facsusa.com](http://www.facsusa.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](mailto:status@spantran.com) Web:  
<http://www.spantran.com>

**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](mailto:info@fis-web.com) Web:  
[www.fis-web.com](http://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](mailto:info@globelanguage.com) Web:  
[www.globelanguage.com](http://www.globelanguage.com)

**Institute of Foreign Credential Services**  
12 Cedar Street  
Dobbs Ferry, NY 10522 Phone: (914)  
693-2840  
Fax: (914) 231-7782  
E-mail: [info@ifcsevals.com](mailto:info@ifcsevals.com) Web:  
<http://www.ifcsevals.com>

**International Consultants of Delaware, Inc.**  
3600 Market Street, Suite 450  
Philadelphia, Pa. 19104  
Phone: (215) 243-5858 Ext 297  
Fax: (215) 349-0026  
E-mail: [icd@icdeval.com](mailto:icd@icdeval.com) Web:  
<http://icdeval.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](mailto:info@ierf.org) Web:  
[www.ierf.org](http://www.ierf.org)

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