



# Ashland Educational Services, Inc.

[www.AshlandEducationalServices.com](http://www.AshlandEducationalServices.com)

Email: [Info@AshlandEducationalServices.com](mailto:Info@AshlandEducationalServices.com)

## **Instructions to complete the Application Agreement Form (AAF -1000)** **Education Division**

- Step I Read the “Policies, Procedures on authenticity and Legal Terms and Conditions” section of the end of the Application Agreement Form. (AAF-1000) Page #2.
- Step II Complete and sign the Application Agreement Form (AAF-1000)
- Step III Enclose your academic support documents in original language with Certified English Translations.
- Step IV Pay online or by bank deposit the full amount
- Step V Mail the packet by USPS/UPS with tracking number to our office.
- Visit our website for the latest information.

### **Personal Information:**

Last Name (Family) \_\_\_\_\_  
 First Name: \_\_\_\_\_ Middle/ Maiden Name: \_\_\_\_\_  
 Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Apt No. \_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Wireless No.: \_\_\_\_\_  
 Email address: \_\_\_\_\_

### **Applicant Academic History:**

**Name of the institution:** \_\_\_\_\_  
**Location of the institution: Town / City:** \_\_\_\_\_  
**Institution website:** \_\_\_\_\_  
**Province/State/District:** \_\_\_\_\_  
**Region/Country:** \_\_\_\_\_ **Country:** \_\_\_\_\_  
**Name of the program completed:** \_\_\_\_\_  
**Length of the program:** \_\_\_\_\_  
 Major / Field of study: \_\_\_\_\_  
 Language(s) of instruction: \_\_\_\_\_  
 Textbooks language (s): \_\_\_\_\_  
 Years of study: \_\_\_\_\_  
 Degree earned: \_\_\_\_\_  
 Number of Semesters / Quarters: \_\_\_\_\_  
 Graduation date / Completion program date: \_\_\_\_\_

**Purpose of Evaluation:**

Circle one: (a) Employment (b) Education (c) Professional Board (e) Other

Education Applicant Only: Illinois State Board Education ELIS IEIN: \_\_\_\_\_

**Comments:**

Ashland Credentials Report follows authenticity procedures stated in our website and our agency procedure manual. We use research tools to verify the documents. It might be more than 10 working days due to additional research required.

**Legal Terms and Conditions:**

1. **Refund policy:** The client has the right to cancel within three working days of the date of the application is received for a full refund. Visit our website for details.
2. **The destination entity** has the final decision on the evaluation credentials report of the applicant. **An entity might be a college, university, Board or employer.**
3. **Fees:** Total course-by-course credential evaluation cost is: \$159.00 per degree. Additional official copies have a cost of \$25.00 per set. It is mailed by USPS First Class without tracking number.
4. Due to the Privacy Act and our Standard Operating Procedures (SOP), we cannot disclose the status of the credential evaluation by phone. The applicant needs to contact us by email message only to info@AshlandEducationalServices.com
5. We reserve the right to request an institution’s catalog with course description of the attended **program study.**
6. **Authenticity:** a client needs to submit original documents from the college or university to be able to process the application. We will verify the authenticity of your documents.
7. The client needs to abide to the **code of ethics stated** in our website.
8. The foreign credential are advisory documents and are not binding upon any agency, institution, licensing board organization, which may use them. Limited acceptance.
9. I release AES from any and all liability whatsoever resulting from the use of a credential evaluations advisory report by me or third party.
10. All support documents transcripts, diplomas, records should be in the native language of the institution awarding the degree and only then all the submitted documents must be translated by authorized authority as an ATA translator.
11. We report any fraudulent documents to the State Board of Education and Boards of Nursing
12. The Ashland Credential Report is final. It cannot be disputed (See our website for details).
13. **Evaluators, CIO, Advisory Board Members and/or A.E.S. staff** follow ICAE, NAFSA.org. AACRAO.org, and EIAL.org procedures and mandates. Visit our website for the latest information on policies, ethics code standards, authenticity procedures, and disclaimers.

I certified that the information provided in this application agreement form and all support materials are true and correct. I have read the instructions, policies, authenticity procedures, code of ethics in this application and/or our web site and accept the policies, standards operation procedures and disclaimer stated herein and website. The signature below authorizes Ashland Educational Services to search academic and /or clinical information of your attended institution(s) and/or government agency (ies) to support the Ashland Credentials Report.

Applicant’s signature. \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:**

Mail Certified /Returned Receipt with tracking number to all your original documents with the Certified English translator to:

**Ashland Educational Services Mailing Address: 917 West Washington Blvd.**

**Box no.: 126. Chicago, Illinois, 60607**

Electronic mail: [Info@AshlandEducationalServices.com](mailto:Info@AshlandEducationalServices.com)

Web site: <http://www.AshlandEducationalServices.com>