

Ashland Educational Services Education Division

Ashland Standard Operating Procedures

Instructions:

Attention Prospective Client: Please be aware that we will not process your service request for any of the credentials evaluation report unless we receive your filled-out and signed application and corresponding fees.

Ashland Educational Services (AES) will not be responsible for documents sent to our mailing facility prior to the receipt of the filled-out and signed application and corresponding fees.

In order to receive an evaluation, an applicant must provide the following:

[Ashland Application Form AAF-1000](#)

The Application for Credentials Evaluation, must be completed and signed by the applicant. If the names filled out in our application form are not identical to those in the academic credentials, you must submit a photocopy of your passport, or legal document showing a change of name. Do not send us any academic credentials before mailing in the application form with the fees. The evaluation process starts when all the documents and the fee have been received.

Service Fee and Methods of Payment

A non-refundable evaluation fee in U.S. dollars.

- On-line payment using “Zelle”. This is an online application from a number of U.S. Banks including Bank of America, Citibank, Chase Bank, Wells Fargo Bank, PNS, Capital One Bank and many others (www.zelle.com).
Main email address: admin@AshlandEducationalServices.com
- Make a bank deposit at any Chase Bank branch nation-wide.
- Make the bank check or money order payable to Ashland Educational Services. All credentials evaluation report fees, including fees for rush report, grade point average equivalent, extra original copies, and translation are **non-refundable**. After, we had received your application, we will provide you with the bank deposit account at Chase Bank.

Translations Services

Support Documents in a language other than English must be accompanied by accurate, professional, certified, English translations. Translations supplement, but do not replace the original documents. We reserve the right to reject translations that do not meet our standards.

Course Outlines (Syllabus)

Syllabus of your study (description of each course or subject studied): This may be required for a Course-by-Course Evaluation. Do not send this with your application. If it is needed, we will request it.