

EVALUATION OF FOREIGN EDUCATION CREDENTIALS

1. *Requirements* - Please, submit the following:
  - application completed in full and signed,
  - copies of all certificates and diplomas,
  - certified English translation of all documents issued not in English (Certified English translation is a translation, prepared by a certified translation agency, with an Affidavit of Translator and a company seal). We will not accept any translations, prepared outside the United States.
  - Money Order or check made out to A&M Logos International, Inc.
2. *Verification* - Logos Evaluation Service reserves the right to verify documents with institution or request a credential to be issued in English, if possible.
3. *Advisory* - The evaluation reports prepared by Logos Evaluation Service are advisory in nature and in no way limit an agency or institution in making its own determination of the level of education and allocation of credit to be allowed for educational credentials. Logos Evaluation Service is released from any liability that may result from the use of the report.
4. *Forged and Altered Documents* - Shall any submitted document be found forged or altered in any way, the application will be cancelled, no report will be prepared. No refunds will be issued.
5. *Confidentiality* - Unless authorized in writing by the applicant requesting evaluation, no information regarding the report, contents of documents and material on file concerning the applicant will be released to a third party. No information will be given over the telephone.
6. *Re-evaluation* - Re-evaluation based on documents not submitted with the original request are considered to be new evaluations, and second payment of the applicable fee is required. When an applicant requests a document-by-document Report to be changed to a Course & Credit Report, the fee of \$ 115 is required. The amount paid for the previous evaluation report will not be credited against the charge for the re-evaluation.
7. *Reassessment of equivalencies* - Logos Evaluation Service bases its evaluations upon the information and resources currently available. When additional information becomes available, Logos reserves the right to reassess educational equivalencies.
8. *Refunds* - Refunds are only issued in the event of overpayment. No refunds will be issued once the application has been submitted. Applicants are advised to contact the agencies or institutions to which the evaluations are to be submitted to make sure that evaluation reports from private evaluation services are acceptable. If our evaluation report is not accepted, no refunds will be issued.