**Credential Evaluation Request**

**This form is intended for Life University students requiring foreign credentials analysis.**

**Life University is the subsequent contact and owner of the evaluation report.**

**Email this form with academic documents (**and translations if applicable) **to:** [info@fis-web.com](mailto:info@fis-web.com)

**Submit payment:** [**https://www.fis-web.com/product/make-a-payment/**](https://www.fis-web.com/product/make-a-payment/)

\*Once payment and application are received, your evaluation may proceed.

**Organization’s contact information:**

**Organization Name:** **Life University**

**Requestor Name**: Maryellen Skiles, International Admissions Counselor, Life University

**Requestor email:** [Maryellen.skiles@life.edu](mailto:Maryellen.skiles@life.edu) – **address all questions to Maryellen Skiles**

**Individual whose documents will be evaluated:**



Last/Family Name First/Given Name

Middle/Maiden Name Date of Birth

**Educational history:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Institution | | Study Program | | Enrollment Dates  (year/year) | Program Completed? |
| #1 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_ | [ ] Yes [ ] No |
| #2 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_ | [ ] Yes [ ] No |
| #3 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_ | [ ] Yes [ ] No |
|  | | $165/One Week [ ]  $115/Two Weeks [ ] | |  | | |
|  | | $250/One Week [ ]  $200/Two Weeks [ ] | |  | | |

**TO MAKE PAYMENT:** <https://www.fis-web.com/product/make-a-payment/>

**TIMING** begins when the submission request is complete or when all documents necessary to perform the evaluation are on file, whichever is later. Days refer to business days and do not include major federal holidays or weekends. Requests received after 2 PM PT will be entered as having been received on the next business day.

**VERIFICATION:** FIS reserves the right to contact institutions/agencies and to verify the accuracy/authenticity of any documents submitted for evaluation. For questionable or suspicious documents, files may be placed on hold until verification of authenticity is received.

**CANCELLATION:** Cancelled files are subject to a $50 cancellation fee.

**COPIES, RE-ISSUES, and REVISIONS**: Only the Organization can make a request. Contact the Organization for details.

**EMAIL** all questions to the Organization representative Maryellen Skiles, International Admissions Counselor at [maryellen.skiles@life.edu](mailto:maryellen.skiles@life.edu)

**By submitting this document you certify that you have read and agree to the TERMS AND CONDITIONS:**  <https://www.fis‐web.com/terms‐and‐conditions>

**CERTIFICATION:** By submitting this document I certify that I have read and agree to the TERMS AND CONDITIONS:  <https://www.fis‐web.com/terms‐and‐conditions>

By submitting this document I declare that the information provided on this application is **true, accurate and correct** to the best of my knowledge and I understand that this evaluation is advisory in nature and the Foundation for International Services, Inc. assumes no liability for consequential damages when the desired equivalency cannot be recommended.  I agree to reimburse the Foundation for International Services, Inc. for any and all costs, including legal expenses, which it may incur as a result of any claim  that I (or anyone having an interest in my earnings or services) may  make based on the evaluation determination which the Foundation makes relying on this application. I hereby certify that I have read the instructions and conditions provided with this form and that by submitting the application for services I agree to the terms stated therein.

**CERTIFICATION** and acceptance of all terms and conditions via **SIGNATURE** of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

(form rev. 6.8.20) [www.fis-web.com](http://www.fis-web.com)