

JCTraductions

Where Real Translations Are

Application for Evaluation

First and Last Name (as it appears on the card):

Name of Applicant (if defers from card holder name)

Billing Address

Type of Card Visa Mastercard Discover American Express

Card Number:

Expiration Date:

Month:

Year:

CVV Code (last 3 numbers on the back of your card)

Amount to be charged (per quote): \$.....

Reason for translation Request:

How did you hear about us?

Acknowledgement:

- a) I certify that the information provided in this application is correct, that I have familiarized myself with the terms and condition on the 2nd and 3rd page of this application form.
- b) I understand that this report expresses a judgment which is not binding upon any party using it.
- c) JCTraductions and it employees are released from ant liability resulting from the use of this report.
- d) By executing below I authorized JCTraductions to charge the amount due on my card listed above.

Print, date and Sign:

Please fax application and documents to: 678 829 0518 or mail to: PO BOX 1041 Grayson, GA 30017.



1. GENERAL INFORMATION

JC CREDENTIALS EVALUATION evaluates foreign credentials ONLY. All service is conducted by mail and/or fax. For faster service we accept the documents to be faxed but we still need to receive the originals or certified copies by mail.

2. REPORTS

Document-by-Document

Application must be received along with all official copies of degrees, diplomas and/or certificates. A complete transcript must be submitted if a GPA is required. This report is suggested for Employment, Immigration, and to Further Education where a breakdown of courses and credit isn't required

Course-by-Course report w/GPA

Application must be received along with all official copies of degrees, diplomas and/or certificates and a complete transcripts or mark sheets for all courses studied. Additional documents may be requested by JCTraductions after initial review.

3. MISCELLANEOUS

- a) **Credentials:** Legible, official copies of all original language documents must be submitted with certified English translation
- b) **Translations:** Photocopies of original language documents, from which certified translations have been made, must be attached. Non English speaking countries whose institutions issue records directly in English must submit English records.
- c) **Documents request:** In case of insufficient information or incomplete documentation, a request for additional documentation will be issued. An evaluation report will be issued only after all materials have been submitted. Failure to respond within 3 months will result in termination of the application and

forfeiture of all fees. There will be no refund of any fees paid. A new application will have to be submitted thereafter.

- d) JCTraductions reserves the right to review original documents for verification purposes.
- e) Photocopies of all documents become the property of JCTraductions

4. FEES

- a) Document-by-Document (\$80.00) and Course-by-Course w/ GPA (\$150.00). Processing time is 7 working days from receipt of all required documents and fees.
- b) Same day (\$150.00) and 24Hours (\$100.00) are available on documents of 2 pages max.
- c) 2 days rush (add \$60.00), 3days rush(\$50.00) Processing time in 2 and/or 3days from receipts of all fees and requires documents.
- d) Extra copies (\$25.00). Additional copied or copies to be mailed to 3rd parties. Additional copies are \$30.00 after initial report had been prepared and mailed.
- e) **Refunds: Refunds will be issued only in the case of an overpayment.**
- f) **Fees are not refunded once an application is submitted**
- g) Fees subject to change without notice

5. MISCELLANEOUS

- a) Applicants are advised to check with the agency and institution to which the report is to be submitted to assure that the report from JCTraductions will be recognized.

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- b) Reports are based on the strength of the documents submitted. Re-evaluation of any documents not provided in the initial application is considered new evaluations. A charge of a report from document-by-document to course-by-course by GPA is \$100.00
- c) Reports are based on current information and available sources. JCTraductions may reassess equivalencies as new information becomes available
- d) A document-by-document report will be prepared if it has been determined that no post secondary education was completed.
- e) JCTraductions reserves the right to contact the issuing institution for document verification
- f) When JCTraductions determines that a document has been forged and/or altered, an evaluation report will not be prepared. Indicated recipients of copies will be informed. No refund will be issued.
- g) JCTraductions reserves the right not to accept an application for processing and evaluation.
- h) All Transactions are processed by mail and/or fax no appointments will be allowed. Completed applications are send my mail
- i) PO BOX 1041 Grayson, GA 30017
Fax: 678.829.0518.
- j) Copies of evaluation reports and credentials are archived for three (3) years by JCTraductions.
- k) Any payments made for service other than Transcript Evaluation are also final. No refund will be issued.

JCTraductions is regulated by the laws of the State of Georgia...

Mailing Address:

JCTraductions PO BOX 1041 Grayson, GA 30017.

Contact Information:

(P) 678.683.4165

(F) 678.829.0518

Please direct any questions/comments to:
admin@JCTraductions.com

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