



RIA INTERNATIONAL EDUCATION CONSULTANTS
EVALUATION APPLICATION AND FEES

General Report

- 1) 7 day (\$75)
- 2) Regular (5 days) (\$150)
- 3) 3 days (\$175)
- 4) 24-hours (\$225)
- 5) Same Day (\$300)

Detailed Course by Course Evaluation Report

- 1) 7 days (\$125)
- 2) 5 days (\$200)
- 3) 3 days (300)
- 4) 24-hour (\$400)
- 5) Same Day (\$500)

Optional Cost to General or Detailed Evaluation

- 1) Translation (\$75)
- 2) Grade Point Average (\$20)
- 3) Additional Copy of Evaluation (\$10)

APPLICANT

Name (AS IS ON THE DIPLOMA/DEGREE) _____

Country of Study _____ Foreign School Attended _____

Year Started/Graduated _____ Cell # _____

Please note: RIA's evaluations are prepared by experienced and trained professionals. However, our evaluation reports are advisory only and are not binding to any institutions, businesses, or agencies to accept. Please check first with the institution if they will accept our evaluations. RIA has the right to re-evaluate earlier report(s) if new information becomes available. RIA accepts no liability for damage resulting from the issuance of our evaluation reports. Our evaluations are valid only when there is an official corporate seal affixed.

Signature _____ Date _____

Please send the following items for translation and/or evaluation:

- * Completed application form
- * Original document (s) or notarized copies of original documents.
- * Certified English translation of original documents by a private/independent translation Company if document not in English. (RIA can also translate document(s).
- * Money order, Certified Check or Company Check payable to RIA International Education Consultants.

Send all documents to:

**RIA INTERNATIONAL EDUCATION CONSULTANTS
9461 LBJ FREEWAY., SUITE C-206, Dallas, TX 75243.**

Contact Office#: 214-575-5404 Cell# 214-770-4919 Fax: 214-575-5608



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POLICIES AND PROCEDURES:

- All evaluation reports prepared by RIA are based upon the most current information and research available. RIA uses all practical resources, placement recommendations and guidelines to form a basis for its interpretation and judgments. RIA does not guarantee that the applicant will agree with the evaluation report.
- No evaluation report will be prepared if documents are suspected to be tampered or forged. Additionally, the documents become property of RIA. No refund will be issued and concerned parties will be notified.
- If documentation not included in the original application is submitted for evaluation to RIA, it is considered a new evaluation and payment of the evaluation fee is required. If an applicant requests to change a document by document evaluation report to a course by course evaluation report, the appropriate fee for the course by course report is required.
- RIA reserves the right to revise its reports as new information is issued and can not guarantee that the applicant will agree with the evaluation report issued.
- All evaluation reports prepared by RIA are advisory in nature and are not binding upon any agency or institution.
- RIA reserves the right to refuse service to anyone.
- RIA accepts no liability regarding the loss or damage of documents. RIA will keep applications and accompanying documents submitted for evaluation and/or translation on file for one year.
- No refunds are issued once the application has been submitted, or when the necessary documentation is not provided. There will be no refund after a written evaluation report has been prepared.
- RIA reserves the right to verify academic documentation submitted for evaluation with the issuing institution(s). RIA reserves the right to request original document(s) to be sent directly from the issuing institution(s).
- Any dispute that may occur between RIA and the applicant shall be governed by Texas law and subjected to the jurisdiction of the Dallas County court system.



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- We do not accept credit cards. All fees are payable in advance. All payments are payable in U.S. dollars by money order or personal check. If the money order or check is issued by a bank outside the U.S., it must have the printed name of the affiliated U.S. bank. For personal checks, please allow up to 10 business days to clear.
- RIA will not release any evaluation report or translation until proper payment has been received.
- Prices are effective as of August of 2009 and are subject to change at the discretion of RIA.