

# INSTRUCTIONS

## **Diploma/Degree Evaluation:**

A Diploma Evaluation provides the U.S. educational equivalent for each academic credential earned, such as diplomas, transcripts and certificates, and indicates dates of completion.

## **Detailed Evaluation/Combined Work Experience:**

A Detailed Evaluation includes the same information as the Diploma Evaluation in addition to a brief description of the courses of study, area of concentration, U.S. equivalences, and institutions attended.

A Combined Work Experience Evaluation includes a degree evaluation along with an analysis of the candidate's work experience.

## **Documentation**

- Clear and legible copies of all original educational documents
- In case of incomplete documentation or information, Living Word will request additional documents. An evaluation report will be prepared after all documents have been received to the satisfaction of Living Word Language Services, L.L.C.
- In addition, for combined work experience-education evaluations, the following is necessary:
  - a. Employment letters stating number of years employed, duties, and last job title attained;
  - b. U.S. Department of Labor *Dictionary of Occupational Titles* or *O\*Net* Occupational Title and Code.
- Also, please note that all documents in a foreign language will need to be accompanied by an English-language translation prepared in the same format as the original document.

## **Translation**

Living Word Language Services, L.L.C. also specializes in translations for immigration purposes and will translate, certify and notarize your documents for a moderate fee. Please contact us at [info@livingwordllc.com](mailto:info@livingwordllc.com) for translation costs, or call (503) 713-3629 for a quote.

## **TERMS**

1. Extra Copies: One original report is included in the evaluation fee. Additional original duplicate copies requested with the initial application cost \$15.00 each. Each duplicate requested at a future date costs \$35.00.
2. Re-evaluation: Re-evaluations based on documents not submitted with the original request are considered new evaluations, and a second payment of the basic fee is required.
3. Reassessment of Educational Equivalencies: Evaluations are based upon the best information and resources currently available to professional evaluators in the United States. Living Word Language Services, L.L.C. reserves the right to reassess educational equivalencies as additional information becomes available.
4. Refunds: Refunds are issued only if there has been an overpayment. No refunds will be issued after the application has been received.
5. Living Word Language Services, L.L.C. reserves the right not to accept an application for evaluation.

THE EVALUATION STANDARDS FOLLOWED ARE THOSE APPROVED BY THE NATIONAL  
COUNCIL ON THE EVALUATION OF FOREIGN EDUCATIONAL CREDENTIALS.  
(Sandra Diaz, B.A., M.A., Certified Translator and Evaluator; Member of ATA.  
General Manager, Living Word Language Services, L.L.C.)

In the preparation of evaluation reports, every effort is made to consult appropriate resources in order to provide the most accurate evaluations possible in relation to the applicant's request. Reference works consulted are listed on the evaluation.



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**EVALUATION SERVICE  
APPLICATION FOR EDUCATIONAL CREDENTIALS EVALUATION**

1. Name .....  
(As it appears in your documents) (Last Name) (First Name) (Middle Name)

2. Date of Birth ...../...../..... 3. ☐ Male ☐ Female

4. Telephone No. (.....) ..... Fax No. (.....) ..... E-Mail .....

5. Address .....

6. If you want this evaluation mailed to an attorney or another person please indicate name and address below:

7. EDUCATION: Please list the last two schools you have attended. List exact dates and diplomas.

Institution Name	Country	Dates (from and to)	Name of Diploma	Graduation Date

**MAILING SERVICES**

*Living Word will mail your evaluation via de USPS free of charge. For additional mailing options please select*

☐ PRIORITY MAIL (\$10.00)

☐ EXPRESS MAIL (\$25.00)

**TYPE OF EVALUATION**

- ☐ Diploma/Degree equivalent (\$80.00) 3 Business Days ☐ 24 Hour Rush (\$50.00 additional)  
☐ Course-by-course evaluation (\$120.00) 7 Business Days ☐ 24 Hour Rush (\$75.00 additional)  
☐ Combined work experience-education evaluation or expert opinion letters: (\$175.00) 5 Business Days ☐ 24 Hour Rush (\$50.00 additional)

- ☐ No. of Duplicates \_\_\_\_\_ Duplicates (\$15.00 with this request.) Each duplicate requested at a later date will cost \$35.00.  
*Living Word will also officially translate, certify, and notarize your documents for a moderate fee. Call (503) 713-3629 for a quote.*

Payment must be made by US Money Order or Credit Card. (No Personal Checks/No Debit Cards).

**CREDIT CARD AUTHORIZATION (No 3<sup>rd</sup> Party Credit Cards Accepted)**

TYPE OF CARD: Visa ☐ / MasterCard ☐ / Discover ☐ / Amex ☐ CARD EXPIRATION DATE \_\_\_\_/\_\_\_\_

CARD NUMBER \_\_\_\_\_ AUTHORIZED AMOUNT \$ \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_ CARDHOLDER NAME \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CREDIT CARD CODE # [3 numbers located on back of card [Discover, MasterCard, Visa] 4 numbers on front [AmEx]] \_\_\_\_\_

I hereby affirm that: a) the information provided by me is correct; b) I agree to the terms herein stated; c) I understand this report is advisory and is not binding on anyone who uses it; d) I release Living Word Language Services, L.L.C. from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation report.

.....  
(Signature-Applicant or Legal Rep.)

.....  
(Printed name)

.....  
(Date)

Return the completed application to Living Word L.L.C. with the following:

- A) PHOTOCOPIES OF ALL ORIGINAL ACADEMIC RECORDS (See instructions for details).  
B) CERTIFIED CHECK OR MONEY ORDER PAYABLE TO LIVING WORD LANGUAGE SERVICES, L.L.C.