

Company Contact Information

Mail applications to: 7101 SW 102 Avenue Miami, FL 33173



Website Link



Josef Silny & Associates, Inc. International Education Consultants Tel. (305) 273-1616

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# Application for Evaluation of Foreign Educational Credentials For Applicants to the University of Pittsburgh

# Information on Josef Silny and Associates, Inc., International Education Consultants (JS&A)

JS&A is an organization of highly qualified international education consultants. Mr. Silny is recognized nationally and internationally as an expert in the field of foreign credential evaluations and international admissions. He has been the Director of International Admissions at the University of Miami and the City University of New York. He has participated as panelist or workshop director at national professional conferences annually since 1974. He has held numerous committee chairmanships and memberships in national professional organizations and corporations. Mr. Silny has published a book and numerous articles in the field of international education. All international education consultants associated with Mr. Silny are highly qualified in the field of foreign credential evaluations. JS&A is a member of the National Association of Credential Evaluation Services, Inc. (NACES)

# APPLICATION PROCEDURES - Please be sure to read the complete information on our website at <u>www.jsilny.org</u> .

PLEASE BE AWARE THAT WE WILL NOT PROCESS YOUR REQUEST FOR ANY SERVICE UNLESS WE RECEIVE YOUR FILLED-OUT AND SIGNED APPLICATION AND CORRESPONDING FEES. IS&A WILL NOT BE RESPONSIBLE FOR DOCUMENTS SENT TO US PRIOR TO THE RECEIPT OF THE FILLED-OUT AND SIGNED APPLICATION AND CORRESPONDING FEES.

In order to receive an evaluation, an applicant must provide the following:

- 1. A completed Application for Evaluation of Foreign Educational Credentials signed by the applicant.
- 2. A <u>non-refundable</u> evaluation fee in U.S. dollars. Make the bank check or money order payable to Josef Silny & Associates, Inc. (We cannot accept postal money orders or payments through Western Union). If you are paying by a credit card you must fill out the Credit Card Information form. All evaluation fees, including fees for rush report, 24 hour report, grade point average equivalent, extra copies, and translation are <u>NON-REFUNDABLE</u>.
- 3. EDUCATIONAL DOCUMENTS:

a) Official original Diplomas and Certificates in the original language.

b) Official original transcripts in the original language (names of courses, grades, and hours of instruction) for every year of study.

It is the responsibility of applicants to submit the academic credentials which need to be evaluated.

- 4. TRANSLATIONS: Documents in a language other than English must be accompanied by professional, certified English translations. Translations supplement, but do not replace the original documents. JS&A offers professional certified translations. JS&A is a Corporate Member of the American Translators Association. For further information on the JS&A Translation Service, call 305-273-1616 or e-mail or fax your request for translation estimate along with all pertinent documents. E-mail: translation@jsilny.org Translation fax: 305-273-1984.
- 5. Please note: a Syllabus of university studies (description of each course or subject studied) may be required for Course-by-Course Evaluations, but you do not need to send this with your application. If it is needed, JS&A will request it.

**Processing Information**: Josef Silny & Associates, Inc. reserves the right to request that transcripts or examination results be sent directly by the issuing institutions or examination boards to JS&A. Academic credentials received directly from foreign institutions are considered confidential and cannot be given to applicants. The documents you submit with your application, with the exception of any originals, will become the property of Josef Silny & Associates, Inc. and they will not be returned. <u>Applicants must submit self-addressed and stamped envelopes for the return of their original academic credentials, or pay for delivery by secure means</u>. <u>Applicants must submit pre-addressed labels or envelopes for mailing of evaluation reports to any location other than the applicant's address</u>. When it has been determined that documents submitted for evaluation or translation were forged or altered in any way, no evaluation report or translation will be prepared and the fees will not be refunded. Fraudulent documents will not be returned to the applicant. All recipients indicated on the applicant only for the documents without which the evaluation cannot be completed. If the application is not completed within three months, JS&A will close the file. A new evaluation fee will be required for updating the file. <u>JS&A will keep applications with academic credentials for one year only</u>. Please note that all fees are subject to change without notice. Refusal of service: JSA reserves the right to refuse service to anyone. In preparing an evaluation report, every effort is made to consult appropriate resources, in order to provide the most accurate evaluation possible. JS&A will provide a list of the references used in making the specific evaluation upon written request.

### **TYPES OF EVALUATIONS**

#### FRESHMEN APPLICANTS

Must request the high school Course-by-Course evaluation and calculation of high school grade point average. An official transcript of grades 9 though 12 and high school diploma must be submitted, Students who are applying, but have not graduated yet, must submit a transcript of the study completed so far starting with grade 9. Students who sit for external examination, such as Baccalaureate, GCSE, CXC, WASC, etc. must submit official original results of these examinations.

#### TRANSFER APPLICANTS

Students who completed university study must submit an official original transcript with courses, credits or hours of instruction and grades for the post-secondary/university Course-by-Course evaluation and calculation of undergraduate grade point average. Transfer applicants who completed less than two years of university study must also request the high school Document-by-Document Evaluation and the high school grade point average.

#### GRADUATE APPLICANTS

Must check with the department they are applying to if they need the post-secondary/university Course-by-Course evaluation plus grade point average, or the post-secondary/university Document-by-Document Evaluation plus grade point average.

#### It is the responsibility of applicants to request the type of evaluation and additional services they need.

#### PROCESSING TIME

- Standard Processing Time: Evaluations are normally prepared in ten working days from the receipt of all required fees, information and 1. documentation. Evaluations which require extensive research and correspondence may take longer to prepare.
- 2. **Rush Evaluation Reports** 
  - a) 24-Hour Evaluation Report b) 2-Day Evaluation Report c) 5-Day Evaluation Report

Rush evaluation reports will be completed in a timely fashion, in accordance with the type of rush evaluation report requested, upon receipt of all required fees, information and documentation. If, for any reason, the evaluation report cannot be completed within the specified time after receipt of all required fees, information and documentation, the rush fee will be refunded and the evaluation will be completed as quickly as possible. The rush fee will be adjusted to reflect the actual processing time and a refund of the difference will be issued. Rush evaluation reports must be paid for by bank check, money order or credit card.

#### COST OF EVALUATIONS

- High School Document-by-Document U.S. \$80 1.
- 2. University and Post-Secondary Document-by-Document - U.S. \$80
- 3. High School Course-by-Course - U.S. \$140 (For transfer into US high schools and admission to some university programs).
- University and Post-Secondary Course-by-Course U.S. \$140 (For transfer admission). 4.
- 5. 24-Hour Evaluation - U.S. \$150 in addition to the basic fee.
- 2-Day Evaluation U.S. \$100 in addition to the basic fee. 6.
- 7. 5-Day Evaluation Report - U.S. \$50 in addition to the basic fee.
- Grade Point Average Equivalent U.S. \$40 in addition to the basic fee. (U.S. \$40 for each level of education). 8.
- Re-evaluation Re-evaluations based on documents not submitted with the original request are considered new evaluations and a second 9. payment of the basic fee is required. When an applicant requests that a Document-by-Document evaluation be changed to a Course-by-Course evaluation, the charge is U.S. \$140.
- 10. Extra evaluation reports Additional original evaluation reports requested at the time of evaluation cost \$20 each. Each evaluation report requested after the evaluation has been completed costs \$30 (evaluations may be available only within 3 years of the original date of issuance). Please add \$5 to the cost of each report that you wish to be mailed to you in a specially sealed JS&A envelope. Applicants must submit pre-addressed labels or envelopes for mailing of evaluation reports to any location other than the applicant's address
- 11. Return of original documents by secure means:
  - By certified mail: US \$15 per address
  - By courier: US \$40 per address

Outside of the United States: - International courier: US \$80 per address JS&A accepts no liability for loss or damage of academic credentials during mailing.

#### INFORMATION ABOUT EVALUATIONS

Within the United States:

Method of Operation - To keep the cost of evaluations as low as possible, the evaluation service is conducted by mail. If there are questions concerning an application, Josef Silny & Associates, Inc. will e-mail, write, or telephone the applicant. If the applicant requests a personal interview, the charge will be U.S. \$60 per half hour. Interviews are by appointment only.

Reassessment of Education Systems - Evaluations are based upon the best information and resources currently available to foreign credential evaluators in the United States. Josef Silny & Associates, Inc. reserves the right to reassess educational systems as new and additional information becomes available.

Satisfaction with Evaluations - JS&A guarantees that all evaluations are prepared by highly qualified evaluators, but it cannot guarantee that the applicant will agree with the evaluation. Any questions or concerns about evaluations must be submitted in writing.

JS&A does not accept courier airbills filled out by applicants.

### PERSONAL INFORMATION

	-	, please list it:		<u>,                                     </u>	Gender: Male	Female
Please use your name exactly	as it appear	s on your passpo	ort.			
Full name:						
Last name Address:		Given name				Middle name/Maiden name
City	State	Country (if not U		not US)	Zip Code	
Date of birth:		Country of citiz	zenship:		_ Country of bi	irth:
Telephone:		Fax:		E-mail:		
Area code and number		Area code a				
l Post-Secondary/University Docur l High School Course-by-Course +	GPA (US \$1	80 basic fee) **				
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Educational Institutions Attended (You must list all educational institutions you have attended. Begin with the first year of elementary school and include any school you are now attending.)

	Name of Institution	City, Country	Attendance From - To	Diplomas or Certificates	Year of Graduation
1.					
2.					
3.					
4.					
5.					
6.					
7.					

I certify that all information provided in this application is complete, factually accurate, and honestly presented. I certify that I have read the instructions and conditions (including that all fees are (**non-refundable**) and agree to the terms stated therein. I understand that the evaluation is advisory and is not binding upon any agency or institution that uses it. I release Josef Silny & Associates, Inc. from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation. Any litigation arising out of this agreement will have its venue in Miami-Dade County, Florida. The prevailing party in any litigation arising out of this agreement is entitled to reasonable attorney's fees and all costs accrued during the litigation.

## ORGANIZATIONS WHICH ACCEPT EVALUATIONS DONE BY JS&A

JS&A is a Member of the National Association of Credential Evaluation Services, Inc. (NACES). Evaluations prepared by JS&A are accepted and recognized by the organizations listed below:

## 1. U.S. Federal Government

The United States Citizenship and Immigration Services The United States Department of Agriculture The United States Department of Defense The United States Labor Department The United States Office of Personnel Management Federal Bureau of Prisons Health Care Financing Administration

## 2. U.S. Armed Forces

Air Force Army Marines

## 3. Licensing Boards

Accounting: Alaska, Arizona, Arkansas, California, Colorado, Connecticut, District of Columbia, Florida, Hawaii, Indiana, Kentucky, Michigan, Missouri, Nebraska, Nevada, New Mexico, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, Puerto Rico, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, Wisconsin, Wyoming Architecture: Alaska, California Barbers: Florida, South Dakota Cosmetology: North Carolina, Tennessee, Utah, Vermont Engineering: Alaska, Florida, Louisiana, Maryland, New Jersey, Puerto Rico, Texas Law: California. Florida. Texas Marriage and Family Therapy, Mental Health: Florida Medical Laboratory: American Medical Technologists, American Society of Clinical Pathologists, Health Care Financing Administration, Connecticut, Florida, Georgia, Nevada, Tennessee Midwifery: Florida Nursing: Arizona, Florida, New Mexico, Missouri **Opticianry:** Florida Psychology: Delaware, District of Columbia, Florida, Maryland, Virginia Respiratory Care: National Board for Respiratory Care, California, Florida Speech-Language Pathology and Audiology: American Speech-Language-Hearing Association, Florida, Georgia

## 4. State Departments of Education

Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Illinois, Iowa, Kansas, Kentucky, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, Wisconsin, Wyoming

# 5. Other Governmental and Private Agencies

American Association for Clinical Chemistry Association of Colleges of Osteopathic Medicine American Association of Colleges of Podiatric Medicine Association of American Veterinary Medical Colleges Broward County Sheriff's Office CASPA - Central Application Service for Physician Assistants Florida Department of Health and Rehabilitative Services NCAA Office of Personnel of: City of Miami, Ft. Lauderdale, Miami Beach, New York City, State of New York.

## 6. Hundreds of Colleges and Universities

Many other organizations which do not appear on this list may also accept evaluations done by JS&A. Applicants are advised to check with the agency, institution, or organization to which they intend to submit the evaluation to make certain that the evaluation will be recognized.



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# **CREDIT CARD INFORMATION**

You must provide a front and back photocopy of your credit card AND a photocopy of your U.S. driver's license or foreign passport.						
Name of Cardholder: As it appears on the credit card						
	First	Middle	Last			
E-mail address:		Phone No.:()area code	phone			
Name of Applicant:         If different from the cardholder						
	First	Middle	Last			
Billing Address:						
Number Number		Street	Apt #			
City I authorize Josef Silny & Asso	State ciates, Inc. to cha	Zip/Postal code	Country			
□ VISA □ MASTER CARD	□ DISCOVER					
in the <b>total</b> amount of \$		(total amount must be filled in	a order to process your order).			
CREDIT CARD NUMBER:						
3-digit security code on back of car	·d:					
Expiration Date (month/year):	/					
Signature of Cardholder (Required)	):		Date:			

This signature authorizes Josef Silny & Associates, Inc. (JS&A) to charge the amount for the requested services in U.S. dollars and the cardholder agrees to be bound by all Terms and Conditions (including that all fees are (**non-refundable**) as stated in the JS&A application.