

REQUIRED DOCUMENTATION

- Please submit clear, legible copies of all Diplomas, Transcripts, and/or Certificates.
- If the documents are not in English, please submit clear, legible copies of Legalized translations of all Diplomas, Transcripts, and/or Certificates.
- Only Certified translator experienced in the Foreign Language in question can perform Legalized translation.
- Certified translator's signature should be notarized, according to the Laws and Regulations of the country of the origination of translation and notarization.
- FCI needs copies of both: the Original language and the Translated documents. When documentation is not complete enough to provide the evaluation requested, the missing information will be requested and no further action will be taken until all the necessary documentation is on file with FCI.
- We can provide only Comparability Evaluations without detailed information about courses and grades (see Detailed requirements).
- All the other Evaluation Reports require both copies of the Diplomas and/or Certificates and their Official Academic Transcripts or Equivalent.

Detailed requirements

❖ For Comparability Evaluation Report (Associate, Bachelor's):

- Copies of all Diplomas and/or Certificates

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❖ For Course-by-Course Evaluation Report (High School):

- Copies of High School Diploma and/or Certificate
- Official Listing of classes taken
- Grades received

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❖ For Course-by-Course Evaluation Report (Associate, Bachelor's, Master's):

- Copies of all Diplomas and/or Certificates,
- Complete Academic transcripts, Mark sheets or Official listing of all courses taken
- Credit hours or hours attended for each course
- Grades received

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❖ For Course-by-Course Evaluation Report (PHD):

- Copies of all Diplomas and/or Certificates,
- Complete Academic transcripts, Mark sheets or Official listing of all courses taken

- Credit hours or hours attended for each course
- Grades received
- Pre-degree examination results issued by examining authority body
- Copy of the official abstract of a thesis or the name of the thesis
- Copies of at least two Scientific papers included in the list of references of
- the Abstract or copy of the List of Publications relevant to the thesis

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❖ **For Course-by-Course Evaluation for Incomplete Education:**

- Copies of all official Mark sheets or Academic transcripts.

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❖ **For Education and Work Experience Report:**

- Copies of all Diplomas and/or Certificates
- Complete Academic transcripts, Mark sheets or Official listing of all courses taken
- Credit hours or hours attended for each course
- Grades received
- A Detailed Resume is required for evaluations combining both education and work experience. The resume must be as specific as possible, listing job titles, all duties performed, and periods of employment including the month and year the work began and concluded.
- Detailed Letters of Reference from current or past employers confirming the employment should also be submitted.
- Copies of the proposed Job description, D.O.T. classification, and other relevant documentation provided by your Immigration consultant or Attorney, if any

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❖ **For obtaining a Comparable Program:**

- Copies of all Diplomas and/or Certificates

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❖ **For obtaining FCI Expert Opinion/Consultation prior the Ordering of Evaluation Report**

- Clear and detailed explanation of your question problem and/or inquiry via Letter
- Clear and detailed explanation of your question, problem and/or inquiry via Telephone
- Clear and detailed explanation of your question problem and/or inquiry via Fax
- Clear and detailed explanation of your question problem and/or inquiry via E-mail