

**SDR EDUCATIONAL CONSULTANTS**  
**Foreign Educational Equivalencies**  
**APPLICATION for Additional Copies, Renewal and/or Upgrade**

**Personal Information** (all information is required unless indicated as optional)

Full Name: \_\_\_\_\_  
(Last / Family / Surname) (First / Given Name) (Middle / Second Name)

Other Name (s) on documents: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Number and Street) (Apartment / Unit)  
(City) (State / Province) (Zip / Postal Code) (Country)

Telephone: \_\_\_\_\_ Gender: Male  Female

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Country of Study: \_\_\_\_\_  
(Month) (Day) (Year) (Name of Country where you studied)

**Please provide the reference number or exact name and date of your previous service:**

\_\_\_\_\_

<b>Services for Additional Copies, Renewal and/or Upgrades</b>	<b>Fee (\$)</b>
<input type="checkbox"/> Re-open previous file for upgrade/review/correction (file was within the last 5 years)	35.00
<input type="checkbox"/> Re-open previous file that is <b>older than 5 years</b> (update to the new format; must submit a copy of old evaluation to be able to select this service; SDR only keeps copies on file for 5 years)	125.00
<input type="checkbox"/> Renew previous file for additional five (5) years	50.00
<input type="checkbox"/> Add new educational program to previous evaluation (General or General/GPA - per credential)	65.00
<input type="checkbox"/> Add courses and grades to previous evaluation (Full Evaluation - first credential)	110.00
<input type="checkbox"/> Additional credentials to add courses and grades to previous evaluation (Full Evaluation – additional cost per credential)	75.00
<input type="checkbox"/> Language Interpretation Service (if new documents submitted are not in English, you may submit English translations or select this service, available for Spanish, Portuguese, French, and Italian; cost is per credential)	50.00
<input type="checkbox"/> Official Sealed Copy of Evaluation (NOTE: only an emailed PDF copy is included with your evaluation)	25.00
(Number of Official Sealed Copies: _____ x \$25.00 = _____)	
<input type="checkbox"/> Faxed / Emailed Copy of Evaluation (each additional faxed / emailed copy)	10.00
(Number of Faxed / Emailed Copies: _____ x \$10.00 = _____)	
<input type="checkbox"/> Verification Service (required for: WAEC/NECO results; Cédula records from Mexico; fee may apply to others)	+45.00
<b>Delivery Services</b>	
<input type="checkbox"/> Priority USPS Mail (this service is available for delivery to a U.S. address, with tracking number)	+20.00
(Number of Addresses for Priority Mail: _____ x +\$20.00 = _____)	
<input type="checkbox"/> Express Mail (select this service for fast and trackable delivery to a U.S. address)	+35.00
(Number of Addresses for Express Mail: _____ x +\$35.00 = _____)	
<b>Total Fees:</b>	<b>\$</b>

[www.sdreducational.org](http://www.sdreducational.org)  
 Email: [info@sdreducational.org](mailto:info@sdreducational.org)  
 Phone: 713-460-3525  
 Fax: 713-460-5344

**Mailing Address: SDR Educational Consultants, 2600 Gessner Rd., Suite 267, Houston TX 77080**

**SDR EDUCATIONAL CONSULTANTS**  
**APPLICATION for Additional Copies, Renewal and/or Upgrade (Continued)**

**Delivery Preferences for Official Copies:** *If you order a physical copy of your evaluation report, one official copy of your evaluation will be delivered or available for pick up. You may choose to have the copy mailed to an address other than your primary address. If you submitted original documents and need them returned, you will need to purchase USPS Certified Mail, USPS Express Mail, or UPS/FedEx mail service, or choose to pick up your documents. As part of your order, a PDF copy of your evaluation will be emailed to you as well, so be sure to provide a valid/working email address.*

- I will pick up my order at 2600 Gessner Rd., Suite 267, Houston TX, 77080 (9:00am - 5:00pm Monday - Friday).
- Mail my official copy to my preferred mailing address with my order
- Mail my official copy evaluation to a different address(es), given below (must be a U.S. address):

\_\_\_\_\_  
(Name) (Street and Number) (Apartment / Unit Number)

\_\_\_\_\_  
(City) (State / Province) (Zip / Postal Code) (Country)

*Please use an additional sheet of paper for other addresses*

**Faxed / Emailed Evaluations:** *If you purchased Faxed / Emailed copies of your evaluation, please indicate the following contact information (use an additional sheet if necessary):*

- Fax a copy of my evaluation to...
- Email a copy of my evaluation to...

\_\_\_\_\_  
(Fax number or Email address) (ATTN:, Person who will receive the Fax or Email)

*Please use an additional sheet of paper for other fax numbers or email addresses.*

**Payment:**

**1) Certified Check, Money Order or Personal Check:** *Make payable to SDR Educational Consultants. \*Personal checks will not be accepted for Rush or Priority services.*

**2) Credit Card:** *If you wish to pay with a credit card, give your credit card information below. By signing, you are authorizing SDR Educational Consultants to process payment in the Dollar amount specified below:*

Name on Credit Card: \_\_\_\_\_ Credit Card Type: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ Security Code: \_\_\_\_\_ Confirm Dollar Amount: \_\_\_\_\_  
(Month) (Year)

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**NOTE: Please include a valid copy of a picture ID for all credit card payments (ex: Driver License, Passport). Payer's name and signature must match information on the picture ID.**

*Please Note: SDR Educational Consultants will destroy all credit card information after processing payments.*

**Mailing Address: SDR Educational Consultants, 2600 Gessner Rd., Suite 267, Houston TX 77080**

# APPLICATION for EVALUATION (Continued)

## Terms and Conditions:

### **Responsibilities of the Applicant:**

1. Fill out the application completely and legibly, sign the statement, and mail with all pertinent documents and fees. The client is responsible for submitting ALL required documentation, (degree certificates/diplomas, academic records/grade reports/transcripts, letters of verification, etc.), starting with upper-secondary studies.
2. Submit originals (preferred) or legible photocopies in the original language (and in English if documents have been translated) of all documents to be evaluated. We will notify you if an English translation is required. This service may be performed by our translator(s) or by another certified translator. Send originals by certified mail or bring them to our office. If originals must be returned, enclose an additional Certified Mail or Express Mail fee in order for SDR to return them. Only original documents provided by the applicant will be returned. NOTE: English translations, while accepted, may not be used in preparing the evaluation report. Original or official documents in the original language (where applicable) are required in all cases.
3. Enclose a certified (bank) check or money order in the correct amount for the work requested. NO personal checks are accepted for RUSH or PRIORITY services.
4. One electronic evaluation report is emailed to your email address on file, as well as two other email addresses you specify at the time of your application. If you purchase a physical copy, it will be mailed to the address indicated on the application.
5. Provide complete and truthful statements, documents, and information to ensure an accurate evaluation. Full disclosure is required.
6. If evaluation is for further study, employment or certification/licensing, applicant should ascertain that the target entity will accept the evaluation report. The applicant acknowledges that it is not SDR's responsibility to determine acceptance of the evaluation by the target institution/employer/agency/et al.
7. If you select the "Research Only" option, a non-refundable fee will be applied to research your documents prior to approving it for evaluation/translation. If an evaluation is approved, any fees you pay will be applied towards an evaluation service. You acknowledge that Research Only service is a non-refundable fee.

### **Policies of SDR Educational Consultants:**

1. Documents are received in good faith. However, documents are routinely verified for authenticity and accuracy. If any document is found to be altered in any way, untrue as to its contents, or falsified, the application will be cancelled, all official or original documents and fees will be retained and not released (no refunds will be issued under any circumstance), and all deemed to be interested parties will be notified, including law enforcement and all others who would have an interest in the investigation of fraud, and as deemed appropriate by SDR. Moreover, SDR reserves the right to refuse service at any time.
2. If the documents submitted are insufficient to render a complete evaluation, the applicant will be notified. Failure to submit complete documentation within thirty (30) days will result in cancellation of the application. A new application with the corresponding documents and fees must be submitted (i. e., a new file is established) after the 30 days. If payment has been made, no refund will be issued under any circumstances due to the client's failure to obtain complete documentation required for the evaluation of documents, which includes requirement to arrange for official transcripts to be sent to SDR for evaluation.
3. SDR Educational Consultants does not and cannot guarantee an equivalency outcome, the desired GPA or any other details related to the evaluation. By signing this form, you're agreeing to SDR's adopted methodology and internal procedures which inform our equivalency outcomes, and you agree to abide by the results of your evaluation. Moreover, you acknowledge that SDR's standard delivery method of completed evaluations is via electronic/e-mailed delivery.
4. Evaluation and Translation files are maintained for five (5) years from the date of issue on the cover page. Additional copies may be requested during that period. Additions or changes based on supplementary documents are subject to usual and customary fees.
5. Payment by a credit/debit card indicates that you agree fully to not initiate a chargeback against SDR Educational Consultants, and you further agree that doing so would require you to submit another payment with a money order which must include an additional \$25 in penalty for initiating the chargeback. Agreement to service from SDR Educational Consultants indicates your full and unconditional acceptance of our terms. If you've made a payment, and have submitted all documentations required for service, then it is SDR's promise to you that service will be completed within a reasonable time frame (not to exceed a maximum of one calendar year under any circumstance). Dissatisfaction with an equivalency outcome, or changing your mind, does not constitute an acceptable reason to initiate a chargeback.
6. The applicant shall bear all financial and administrative fees associated with collection attempts by SDR in the case of a chargeback or a bounced check.
7. The applicant's signature indicates agreement with the Terms and Conditions set forth herein and authorizes SDR to request information from the schools attended and to release information to appropriate authorities as we deem necessary.
8. We cannot discuss the file with anyone other than the applicant. If the applicant gives another individual permission to act on his/her behalf, he/she must submit a Power of Attorney or indicate so in writing to SDR, or must have the designated person in question sign this application on his/her behalf.

Files are ACTIVATED when ALL required/requested documentation, information, and fees are received. Equivalencies can usually be completed within twenty (20) working days of receipt of application, documents, and fees unless additional verification or missing documents requested by SDR have not been received, or if additional research is required; during high volume times, there may be a delay beyond the aforementioned approximate processing times. Payment by money order or bank check are required for completion within the processing time. Work cannot be initiated until the completed and signed application and all required documents and fees have been received. Files are retained for (5) five years from the date of issue.

**PRIORITY/RUSH FEES: Rush service must be approved in advance. Personal checks are NOT accepted for RUSH or PRIORITY.**

**Fees are not refundable!** We retain the right to make refunds as we deem applicable and in accordance with our policies.

The aggregate liability of SDR Educational Consultants with respect to claims arising out of the performance or non-performance of obligations in connection with this Agreement, whether based on contract, tort (including negligence), strict liability, or otherwise, shall be limited to the fees paid to SDR Educational Consultants by you.

The waivers and disclaimers of liability, releases from liability, and limitations of liability expressed herein shall (a) apply even in the event of the fault, negligence (in whole or in part), strict liability, breach of contract, or otherwise of the party released, or whose liability is waived, disclaimed, or limited by such provision, and (b) shall extend to such party's related or affiliated entities and its or their directors, officers, employees, subcontractors and agents.

The validity, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Texas, excluding its conflict of law provisions. Contact **SDR Educational Consultants at 713-460-3525 or [info@sdreducational.org](mailto:info@sdreducational.org)** in case of questions.

## **Agreement:**

I certify that the information provided in this application is complete and accurate. I certify that I have completed the studies represented in the documents submitted. I have read the Terms and Conditions above, and I agree to the stated terms and conditions in their entirety. I authorize SDR Educational Consultants to obtain from and release to pertinent educational, professional or government authorities information concerning my studies. This document contains the entire agreement of the parties with respect to the subject matter of this document or any matter mentioned herein. No prior agreement or understanding not contained herein shall be of any force or effect whatsoever. This Agreement may be modified only in writing, signed by the parties in interest at the time of such modification. Except as otherwise expressly stated in this Agreement, each party hereby acknowledges that neither the other party, nor any employee or agent of the other party, has made any written or oral warranties or representations to the other except those expressly stated herein.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Today's Date)

**Document Authentication Details**

(Authentication is also referred to as "Verification")

There are three ways to have your documents authenticated:

1. You can arrange for the school(s) where you studied to send your educational documents DIRECTLY to the SDR by regular postal mail, or by electronic delivery directly from the institution to our e-mail address at [info@sdreducational.org](mailto:info@sdreducational.org).
2. You can arrange for an official from the school(s) where you studied to send a written statement of authentication of your studies DIRECTLY to SDR by mail, fax, or email. A written statement should clearly confirm all relevant information on your educational documents such as the date of your graduation, the name of your degree, and your coursework, and grades when applicable.
3. You can purchase Document Authentication Services from SDR for a minimum of \$45.00 (\$75 or above for most countries). There is no guaranteed processing time for the Document Authentication Service, and the client is responsible for any fees incurred during the authentication process beyond the communication attempts made by SDR. These fees may include, but are not limited to postage, charges by the source institution, telephone communication charges, and currency exchanges.

If you choose either item 1 or 2 from above as your method for document authentication, you will NOT be charged any document authentication fee by SDR. However, SDR will not complete your evaluation until document authentication is received.

If you choose item 3 from above, the Document Authentication Service from SDR, you must pay the minimum \$45.00 fee (plus any other fees incurred based on your country of study), and your evaluation will not be completed until the document authentication is successful.

Please check here if you would like to arrange for copies your educational documents to be mailed directly from the institution(s) where you studied to SDR Educational Consultants, 2600 Gessner Rd., Suite 267, Houston TX, 77080, or emailed to us at [info@sdreducational.org](mailto:info@sdreducational.org) (see item 1 above).

Please check here if you would like to arrange for an official at the institution(s) where you studied to mail a written statement of authentication for your educational documents directly to SDR Educational Consultants, 2600 Gessner Rd., Suite 267, Houston TX, 77080, or fax a statement of authentication to SDR Educational Consultants at 713-460-5344, or email a statement of authentication to SDR Educational Consultants at [info@sdreducational.org](mailto:info@sdreducational.org) (see item 2 above).

Please check here if you would like to purchase a Document Authentication Service from SDR (see item 3 above).

If your documents are to be authenticated in any way, please be aware that the time required to complete the evaluation process depends on the time required for the authentication. If you purchase a Document Verification Service from SDR, the minimum \$45.00 fee ensures at least two attempted communications with the institution(s) where you studied, but DOES NOT include other incurred costs. SDR will contact you if further payment is necessary which must be paid in advance. In some instances, the source institution charges a fee to release documents, occasionally requiring payment in a foreign currency. There are also potential postage fees associated with the authentication process. These and any other added costs will be charged to you. There is no guarantee that an attempted document authentication will be successful. You should be fully aware that any suspected fraud or alteration of your documentation will be shared by SDR with all we deemed to be interested parties, including but not limited to law enforcement agencies, professional licensing/certification boards, other evaluation vendors, as well as any and all institutions/employers/entities you include on your evaluation application. You waive your right to privacy by committing fraud.

I understand the above terms for verifying documents. \_\_\_\_\_

(Applicant Signature)