



Carnegie Mellon University – Heinz College

FOREIGN CREDENTIAL EVALUATION REQUEST FORM

Steps to Apply

- Application** - Please download this application, fill it out, and email it to intake@spantran.com.
- Official Academic Documents** - Please request the registrar or records office of your previous institution(s) to mail or email your official academic documents directly to our New York City office. Our email address is verification@spantran.com.

Alternatively - If your previous institution(s) cannot send your documents to SpanTran, you or a third party may mail the documents instead. PLEASE NOTE: Your documents must arrive in an official, sealed university-issued envelope. The envelope should be stamped and signed by the university or college. Your documents should also be stamped and signed by the registrar or appropriate officer. Your evaluation will then be completed and issued only to Heinz College.

Your official documents must be sent to the following address:

SpanTran: The Evaluation Company
450 7th Avenue, Suite 1107
New York, NY 10123

OR

verification@spantran.com

Email must be sent to SpanTran

directly by your previous institution(s).

NOTE: Emails may be rejected if authenticity is unclear.

NOTE: If you are *not* able to arrange for official documents to be sent to our office, you can provide a scanned copy of your documents and pay an additional fee for SpanTran's Document Verification Service. Please email intake@spantran.com for more information or call 646-475-2570 and let us know that you're applying to Heinz College. In addition to verification service, we can also provide translation service for documents not issued in English.

PART 1: PERSONAL AND ACADEMIC DETAILS

Heinz College requires the Course Analysis evaluation report:

Course Analysis	\$140
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Name (Given Name) (Surname):

Date of Birth (Month) (Day) (Year):

Name on Academic Document(s) (if different):

Country/ies of study:

Phone number:

Email address:

Sex: Male

Female

Educational History: list all schools attended, along with the name and date of any educational credential earned

Type of Degree	School	Country	# Years of Study and Graduation Date

PART2: PAYMENT & TERMS AND CONDITIONS

HOW ARE YOU PAYING?

- Credit/Debit Card (Visa, MasterCard, American Express or Discover)
- Money order payable to SpanTran, Inc. Send to SpanTran: The Evaluation Company, 450 7th Avenue, Suite 1107, New York, NY 10123.

WE DO NOT ACCEPT PAYPAL, PERSONAL CHECK OR BANK TRANSFER

CREDIT CARD INFORMATION:

Name _____

Card Number _____

Security Code _____ Exp. _____ / _____

Zip Code for Card Billing _____

Acceptance of our terms and conditions:

I am age 18 or older, or I am a parent or guardian of the person whose credentials are to be evaluated, and I agree that:

1. SpanTran will only process the evaluation when my file is complete and all fees are paid.
2. I authorize SpanTran to release and request information from institutions listed to verify my academic credentials.
3. My evaluation and/or translation will be based exclusively upon the documents I submit as part of my application and I certify that all information and documentation I provide to SpanTran is true and accurate.
4. Once an evaluation application is accepted and the fee is paid, all fees paid are non-refundable except for fees judged by SpanTran to be overpayments for services not needed. If we do issue a refund, we will charge a \$50 processing fee.
5. There will be no refund if we do not perform an evaluation because fraud is discovered with regard to the credentials being evaluated. If fraud is found, SpanTran will advise the relevant parties listed in this application such as the academic institution, agency, or employer. SpanTran will not be liable for any damages as a result. I will pay any legal fees or expenses resulting from any claim I make based on incorrect information I provide to SpanTran.
6. Once an evaluation is issued, I have 30 days to submit in writing any questions or objections and to do so one time. SpanTran may or may not make any changes to the evaluation.
7. SpanTran is not responsible for mail that is lost or wrongly delivered by the post office or a courier.
8. If I am paying by credit card, I agree for this account to be charged for the total amount of all services requested in this application.
9. SpanTran reserves the right NOT to accept this application for any reason. If your application is not accepted, no fee will be charged.

You will be supplied with a reference number. If you believe your case has been completed but have not heard from us, please send an email to Intake@spantran.com and include your reference number.

WE CANNOT PERFORM YOUR EVALUATION UNTIL YOUR APPLICATION IS COMPLETE AND YOUR FEES ARE PAID.

Signature

Date