



Company Contact
Information



Website Link



**Josef Silny & Associates, Inc.
International Education Consultants**

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Application for Evaluation of Foreign Educational Credentials

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 www.jsilny.org.

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. JS&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 non-refundable 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 NON-REFUNDABLE.
3. EDUCATIONAL DOCUMENTS:
 - a) Official diplomas and certificates in the original language
 - b) Official 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 to review original documents and may insist that transcripts or examination results be sent directly by the issuing institutions or examination boards to JS&A. For engineering, midwifery and nursing licensure and the Florida Barbers' Board: transcript, degree, and course descriptions must be sent by the issuing institution(s) directly 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. Applicants who submit their own original academic documents must read page two of this application for information on return of original documents by secure means. 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 application form will be notified. It is the applicant's responsibility to submit the documents which need to be evaluated. 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. JS&A will keep applications with academic credentials for one year only. 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.

PERSONAL INFORMATION

If you have a U.S. Social Security number, please list it: _____ / _____ / _____ Gender: _____ Male _____ Female

Full name: _____
Last name Given name Middle name/Maiden name

Address: _____

_____ City State Zip code Country (if not U.S.)

Date of birth: _____ Country of citizenship: _____ Country of birth: _____
Month / Day / Year

Telephone: _____ Fax: _____ E-mail: _____
Area code and number Area code and number

Type of Professional Service Requested:

Basic Fees

- Document-by-document (US\$ 90.00 basic fee)
- Course-by-course (US\$ 150.00 basic fee)
- Licensing: Engineering, Midwifery or Nursing (US\$ 340.00 basic fee)

Rush Fees

- 24-Hour Evaluation (US\$ 150.00 + basic fee)
- 2-Day Evaluation (US\$ 100.00 + basic fee)
- 5-Day Evaluation (US\$ 50.00 + basic fee)

Additional Services

- High School Grade Point Average (US\$ 40.00 + basic fee)
- Undergraduate Grade Point Average (US\$ 40.00 + basic fee)
- Graduate Grade Point Average (US\$ 40.00 + basic fee)
- Extra Evaluation Report (US\$ 20.00 per report) How many? _____
- Extra Report in Sealed Envelope (US\$ 25.00 per report) How many? _____
- Secure Return of Originals. US \$ _____
- Notarization Service (US\$ 10.00 per document) How many? _____
- Translation (quote provided upon request) US \$ _____
- Other _____

Please explain the purpose of the evaluation: _____

From whom did you learn of Josef Silny & Associates, Inc.: _____

Have you used JS&A services previously? Translation: No: _____ Yes: _____ Date: _____
 Evaluation: No: _____ Yes: _____ Date: _____

If you want your evaluation to be sent to an agency, employer, or educational institution (at U.S. \$20.00/copy), please list their names and addresses below:

ACADEMIC HISTORY

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.

Signature of the applicant: _____ Date: _____

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. Licensing Boards

Accounting: Arizona, Arkansas, California, Colorado, Connecticut, District of Columbia, Florida, Guam, Indiana, Kentucky, Michigan, Missouri, Nebraska, Nevada, New Mexico, Ohio, Pennsylvania, South Dakota, Tennessee, Utah, Vermont, Virginia, Wisconsin, Wyoming
Architecture: Alaska, California
Barbers: Florida, Minnesota, South Dakota
Cosmetology: North Carolina, Tennessee, Utah, Vermont
Engineering: Alaska, Florida, Louisiana, Maryland, New Jersey, Puerto Rico, Texas, Virginia
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, California, Connecticut, Florida, Georgia, Nevada, North Dakota, Tennessee
Midwifery: Florida
Nursing: Arizona, Florida, Missouri, Nebraska, New Hampshire, New Mexico, Oregon, Puerto Rico, Wyoming
Opticianry: Florida
Psychology: California, Delaware, District of Columbia, Florida, Maryland, Ohio, Oregon, Virginia
Respiratory Care: National Board for Respiratory Care, California, Florida
Speech-Language Pathology and Audiology: American Speech-Language-Hearing Association, Florida, Georgia
Texas Medical and Dental Schools Application Service

3. 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

4. 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
National Career Development Association
NCAA
Office of Personnel of: City of Miami, Ft. Lauderdale, Miami Beach, New York City, State of New York

5. 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.

**FOREIGN-TRAINED MIDWIFE APPLICANTS FOR LICENSURE
TO BE COMPLETED BY INSTITUTION ATTENDED ONLY**

APPLICANT'S NAME: _____

NAME OF MIDWIFERY SCHOOL: _____

ADDRESS: _____

CITY/COUNTRY: _____

STATEMENT OF INSTITUTION ACCREDITATION: _____

(By whom is the institution recognized or accredited?)

| <u>Unit of Study - Classroom and Clinical :</u> | <u>Hours</u> | <u>OR</u> | <u>Credits</u> | <u>If Integrated: (List course or courses)</u> |
|--|---------------------|------------------|-----------------------|---|
| <u>Basic Nursing/ Healthcare Skills:</u> (Foundations of Nursing, Foundations of Healthcare, Principles of Nursing/Healthcare, Basic Nursing Skills, Community Healthcare etc...)* | | | | |
| <u>Basic Sciences:</u> (Anatomy, Physiology, Chemistry, Physics, Biology etc...) * | | | | |
| <u>Behavioral Sciences:</u> (Mental Health, Psychiatry, Psychology, Behavioral Health, Disorders etc...) * | | | | |
| <u>Female Reproductive Anatomy and Physiology:</u> (Include female reproductive content) * | | | | |
| <u>Nutrition During Pregnancy and Lactation</u> | | | | |
| <u>Childbirth Education:</u> (Planning and Preparing, Pregnancy Wellness, Labor and Birth, Women's Health, Birth Defects and Disorders, Prenatal Testing, Pregnancy Complications etc...) * | | | | |
| <u>Breast Feeding:</u> (May be integrated in Infant Care/Pediatrics, Women's Health, Family Planning etc...) * | | | | |
| <u>Community Care:</u> (Community Public Health, Environmental Health Problems, Health and Social Care, Healthcare for the Elderly, Population Community Care etc...) * | | | | |
| <u>Epidemiology:</u> (Includes Introduction, Clinical, Reproductive and Infectious Diseases etc...) * | | | | |
| <u>Genetics:</u> (Genetics, Genomics, Molecular Biology, Human Molecular Genetics etc...) * | | | | |
| <u>Embryology</u> | | | | |
| <u>Neonatology/ Neonatal Pediatrics</u> (Care of young and sick infants) * | | | | |
| <u>Obstetrics/Common Complications</u> | | | | |
| <u>Gynecology/ Women's Health</u> | | | | |
| <u>Pharmacology</u> | | | | |

