



Company Contact
Information



Website Link



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

Tel. (305) 273-1616

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E-Mail: info@jsilny.org

Web Site: www.jsilny.org

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

**Application for Evaluation of Foreign Educational Credentials
For Applicants to Undergraduate Admission to the University of Miami**

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 original Diplomas and Certificates in the original language.
 - b) Official original transcripts in the original language (names of courses, grades, and hours of instruction or credits) 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.

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. 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. 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.

TYPES OF EVALUATIONS

FRESHMEN APPLICANTS (First-Year)

Must request the high school Course-by-Course evaluation and calculation of high school grade point average. An official original transcript of grades 9 through 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 one year of university study must also request the high school Course-by-Course Evaluation and the high school grade point average.

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

PROCESSING TIME

1. Standard Processing Time: Evaluations are normally prepared in ten working days from the receipt of all required fees, information and 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

1. High School Course-by-Course with GPA - U.S. \$180
2. University and Post-Secondary Course-by-Course with GPA - U.S. \$180 (For transfer admission).
3. 24-Hour Evaluation - U.S. \$150 in addition to the basic fee.
4. 2-Day Evaluation - U.S. \$100 in addition to the basic fee.
5. 5-Day Evaluation Report - U.S. \$50 in addition to the basic fee.
6. Re-evaluation - Re-evaluations based on documents not submitted with the original request are considered new evaluations and a second payment of the basic fee is required.
7. 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.
8. Return of original documents by secure means:

| | | |
|-------------------------------|--|--|
| Within the United States: | - By certified mail: US \$15 per address | JS&A does not accept courier airbills filled out by applicants. |
| | - 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.
9. The applicants are responsible for any verification fees charged by their universities.

INFORMATION ABOUT EVALUATIONS

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.

Undergraduate

PERSONAL INFORMATION

If you have the UM Cane ID list it here: C _____

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

Please use your name exactly as it appears on your passport.

Full name: _____ Last name First name Middle name Maiden name

Address: _____ Street Address Apartment Number

City State Country (if not US) Zip Code

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

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

Type of Professional Service Requested:

Basic Fees

- High School Course-by-Course +GPA (US \$180 basic fee)
Post-Secondary/University Course-by-Course + GPA (US \$180 basic fee)

Rush Fees

- 24-Hour Evaluation (US \$150 + basic fee)
2-Day Evaluation (US \$100 + basic fee)
5-Day Evaluation (US \$50 + basic fee)

Additional Services

- Extra Evaluation Report (US \$20 per report) How many?
Extra Report in Sealed Envelope (US \$25 per report) How many?
Secure Return of Originals. US \$
Translation (quote provided upon request) \$
Other \$

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

ONE EVALUATION REPORT WILL BE SENT ELECTRONICALLY TO UNIVERSITY OF MIAMI AND TO YOU.

ACADEMIC HISTORY

Educational Institutions Attended (You must list all educational institutions you have attended. Begin with the first year of middle school and include any school you are now attending.)

Table with 4 columns: Name and Address of Institution, Attendance From - To, Diplomas or Certificates, Year of Graduation. Rows 1-4.

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.

Signature of the applicant: _____ Date: _____



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CREDIT CARD INFORMATION

You must include the credit card holder's copies of the front and back of the credit card and 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 State Zip/Postal code Country

I authorize Josef Silny & Associates, Inc. to charge my (check one):

VISA MASTER CARD DISCOVER

in the **total** amount of \$ _____ **(total amount must be filled in order to process your order).**

CREDIT CARD NUMBER: _____

3-digit security code on back of card: _____

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.