



**Part 5: Method of Payment (PLEASE NOTE Express Service Requires Payment by Certified Check or Money Order ONLY)**

**Add the amounts for Items checked in Part 2 and Part 3. TOTAL AMOUNT \$ \_\_\_\_\_**

Check  Money Order  Make payable to NAEG (North American Educational Group) and mail with the application to the address above

**Part 6: Terms and Conditions**

Evaluator shall not conduct an evaluation until Evaluator receives a completed application and a payment in full. All of the information provided by or on behalf of Customer to the Evaluator at any time shall be complete and correct. Neither the Evaluator nor NAEG shall be liable for any incomplete or incorrect information provided by or on behalf of Customer, and Customer shall indemnify the Evaluator and NAEG for any damages suffered by them as the result of any claim based upon the performance or non-performance of an evaluation or services hereunder.

If false information or forged, altered, or falsified documents are submitted to the Evaluator at any time, the Evaluator shall not prepare an evaluation report and shall not refund any fees to Customer. If, after the evaluation report is issued, Evaluator or NAEG learns that the report is based on incomplete or incorrect information, Evaluator or NAEG shall recall the report and inform all report recipients that the report has been recalled due to incomplete or incorrect information. Customer releases the Evaluator and NAEG from any liability for damages resulting from the use of an evaluation report by Customer or any third party.

Any evaluation report prepared by the Evaluator is advisory, and is not binding on any institution, organization, or agency.

Evaluator and NAEG reserve the right to evaluate any document provided by or on behalf of Customer and reject such document in Evaluator's or NAEG's sole discretion. All documents submitted by or on behalf of Customer to the Evaluator shall become the property of the Evaluator and shall not be returned to Customer. Customer releases the Evaluator and NAEG from any liability arising from a lost document.

Customer shall cooperate with the Evaluator and help obtain any additional documents that may be requested by the Evaluator.

Customer authorizes the Evaluator and NAEG (a) to contact any relevant institutions for verification purposes, (b) to request any information needed to prepare the evaluation, and (c) to disclose Customers information and documents, the status of any reports, verifications or evaluations prepared by the Evaluator, any other information obtained by the Evaluator or NAEG, and the results and reasons for any adverse action taken against me by the Evaluator or NAEG to any third party which the Evaluator or NAEG in their sole discretion may determine has a legitimate interest in receiving such information.

Requests for a re-evaluation based on documents, which were not submitted with an original application will be treated as a new evaluation and a second payment for the evaluation must be made before an evaluation will be prepared.

All disputes between Customer and Evaluator shall be governed by the laws of the jurisdiction in which the Evaluator is located. All disputes between anyone and NAEG arising out of, or in any way connected to this Application shall be governed by and construed in accordance with the laws of Massachusetts, U.S.A. without reference to conflict of laws principles and shall be litigated exclusively in Massachusetts courts.

**Part 7: Certification**

**By signing here, Customer acknowledges that Customer has read this Application in its entirety, provided true and accurate information, and has agreed to all of the terms and conditions listed in part 6 of this application.**

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Checklist of required items:**

- Photocopies of all original academic records - clear and legible (diplomas; certificates; mark sheets, transcripts, course descriptions and hours if applicable). For Education and Work Experience - detailed work history in chronological order. Official letters from employers verifying applicant's employment and indicating job title(s) held, period of employment (months and years) with detailed description of each position held.
- Certified translations of each original document in languages other than English (if applicable).
- Payment for Report as specified in Part 2.
- Payment for Translation (if ordered) in accordance with number of documents submitted.
- Payment for Extra Copies according to number of copies ordered in Part 2.
- Application for Credential Evaluation completed and signed (Part 1 through Part 6)

**Important Information:**

All services conducted by mail. When additional information is required, NAEG will contact applicant within 10 business days via mail, e-mail or by phone. If you do not have all required academic records, please provide educational history in chronological order with dates starting at secondary school. If there are gaps in attendance please indicate and provide explanation. Applications with oversized transcripts (exceeding four pages) may be subject to a \$50 surcharge fee. It is strongly recommended that prior to placing the order for evaluation applicants contact recipient institutions to verify the format of evaluation report required and confirm recognition of the evaluation report prepared by an outside agency.

**Corporate address:** North American Educational Group Inc.  
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Swampscott, MA 01907  
Tel: 1-888-539-2804  
www.naeg.org