

REQUEST FOR CERTIFIED COPIES OF ACADEMIC DOCUMENTS

You may only request certified copies of your academic documents on file if you have submitted original/official documents (does not apply for official documents that have been sent directly to ACEI by the issuing institution. There is a three-year limit on requests for certified copies of academic documents from the date the file was initially opened. Requests for certified copies of academic documents of files that have exceeded the 3-year limit will NOT be processed.

Standard Processing Time: Five (5) Business days. [NOTE: No refunds will be issued once a request form has been submitted.]

PLEASE PRINT OR TYPE CLEARLY & RETURN WITH YOUR PAYMENT EITHER BY: FAX: 310.275.3528 or email: acei@acei-global.org, if you are paying by credit card. Otherwise, mail your request with payment to: ACEI 9461 Charleville Boulevard, Box 188, Beverly Hills, CA 90212, USA.

SECTION 1. APPLICANT INFORMATION

Name: _____
 (Family/Last Name) (Given/First Name) (Second/Middle Name)

Mailing Address: _____
 (Number) (Street) (Apt./Suite/Flat#)

_____ (City) (State) (Zip/Postal Code) (Country)

Telephone: () _____ () _____ Fax: () _____
 (Day) (Evening)

Email: _____ ACEI REF.#: _____ Date of Evaluation: _____

SECTION 2. FEES

Extra Official Fees		<u>Enter Amount</u>
Fee for one (1) complete set of all documents certified by ACEI <i>(This Fee applies each time an order is placed)</i>	\$25.00	\$ 25
Fee for additional set of certified copies of documents	\$15.00 (each) specify#: _____ x \$15.00	\$ _____
RUSH Service [OPTIONAL]		
1-business Day RUSH YES NO	If YES, add \$25.00 ⇔ ⇔	\$ _____
Mailing/Shipping Fees [REQUIRED] (Fee per each Address)		
You must select a mailing/shipping service from the list below for the mail delivery of your Certified Copies of your Academic Document(s). If required mailing fee is not selected, you will be charged the Standard Mail fee for each additional address provided.		
	<u>Specify # of Mailings</u>	<u>Enter Amount</u>
Standard Mail (USPS)	_____ x \$ 14.00	\$ _____
United Parcel Service (UPS Domestic)	_____ x \$ 50.00 min.*	\$ _____
United Parcel Service (UPS International)	_____ x \$ 80.00 min.*	\$ _____
E-mail (Certified Copies, only to 3rd party)	_____ x \$ 10.00	\$ _____

* Mailing/delivery fees listed are the minimum fees for each type of mailing. Certain delivery locations/regions will require additional fees for mail. Applicants will be notified of the additional postage fee once documents and application are on file.

SECTION 3. MAILING INSTRUCTIONS (Attach an additional sheet if needed)

Same as Section 1.

Mail the 1 st set of Certified Copies of the my academic documents to the address below:	Mail the 2 nd set of Certified Copies of the my academic documents to the address below:
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Tel:() _____	Tel:() _____
Email: _____	Email: _____

SECTION 4. METHOD OF PAYMENT

Personal Check Money Order Cashiers Check American Express Discover MasterCard Visa

Make payments payable to: **ACEI** [Note: Checks must be drawn in U.S. dollars and on a U.S. bank payable to ACEI.]

CREDIT CARD PAYMENTS:

Name on Card: _____ Card#: _____

Exp. Date: _____ 3 digit security code (back of card) Visa/MasterCard: _____ 4 digit security code (front of card): AmEx: _____

Billing Address (if different from Section 1): _____

I hereby authorize the Academic Credentials Evaluation Institute, Inc. (ACEI) to utilize my credit/debit card for the detailed billing as noted on this form.

Signature: _____ Date: _____

SECTION 5. CERTIFICATION

I agree to be bound to the same terms and conditions as those in my initial application. _____
 Signature _____ Date _____