



**Northern Michigan University**

**FOREIGN CREDENTIAL EVALUATION REQUEST FORM**

**Steps to Apply**

1. Download this application, fill it out, and email it to [intake@spantran.com](mailto:intake@spantran.com). Include scans of your personal copies of your official transcript(s), degree certificate/diploma(s) (if you have them), and a photo ID
2. Ask your foreign university to send your official transcripts directly to SpanTran. Please request the Registrar/records office of your foreign college or university to send your official transcripts to the address below. If you have not yet done so, you may provide photocopies of your documents to start the process while we wait to receive your official documents in the mail. Documents mailed to us by the applicant or anyone other than the university will not be accepted as official, even if they are sealed.

*If you're not sure what needs to be sent to us, please contact us at (646) 475-2570 and let us know you're applying to Northern Michigan University. You can also email [intake@spantran.com](mailto:intake@spantran.com) with any questions.*

NOTE: Evaluations will be placed on hold until the verification is received. You do not need to send official documents to Northern Michigan University, only to SpanTran.

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

**PART 1: PERSONAL AND ACADEMIC DETAILS**

**Name (Given Name) (Surname):**

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

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

**Country/ies of study:**

**Email address:**

**Sex: Male**

**Female**

**What program are you applying to at NMU?**

**Undergraduate (bachelor's)**

**Graduate (master's)**

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

Type of Degree (e.g. high school, bachelor's, master's, etc.)	School	Country of Study	# Years of Study and Graduation Date

**PART 2: YOUR CREDENTIAL EVALUATION**

NMU requires that you submit a course-by-course evaluation (Course Analysis). Please select a turnaround time below.

Service Type	5 Day Turnaround Time	2 Day Turnaround Time
Course Analysis (lists courses, grades, and GPA)	\$150	\$370

**PART 3: TRANSLATION**

**TRANSLATING DOCUMENTS:**

**Translation**

If your original documents are not in English, we require a certified translation to be submitted with your documents.

- All my documents are in English.
- My documents are originally in a foreign language, but I will provide a certified translation of them with copies of the original documents.
- My documents are in a foreign language, and I need a quote for translation services (once quote is accepted, payment is required up front).

## PART 4: DELIVERY

SpanTran will send Northern Michigan University an electronic copy of your evaluation at no charge. Two hardcopies of the evaluation and translation (if ordered) are included in the price of the evaluation for your personal use. If you'd like to receive copies in the mail, please select the appropriate option below. Please contact us if more copies are needed (extra fees apply)

- Email to the address provided above
- Mail to US address with USPS (\$5 per address, **no tracking information provided**)
- Mail to US address with Courier (\$30 per address, **tracking information is provided**)
- Pick up in person (New York, Miami or Houston)

Address 1

Address 2

## PART 5: PAYMENT & TERMS AND CONDITIONS

### HOW ARE YOU PAYING?

- Credit/Debit Card (Visa, MasterCard, American Express or Discover)
- Cash (can only be paid in person at our NY, Houston, or Miami Intake Office)
- Money order payable to SpanTran, Inc. Send to SpanTran: The Evaluation Company, 2400 Augusta Drive, suite 451, Houston TX 77057.

**WE DO NOT ACCEPT PAYPAL, PERSONAL CHECK OR BANK TRANSFER**

### CREDIT CARD INFORMATION:

Name \_\_\_\_\_

Card Number \_\_\_\_\_

Security Code \_\_\_\_\_ Exp. \_\_\_\_\_ / \_\_\_\_\_

Zip Code for Card Billing \_\_\_\_\_

### TERMS AND CONDITIONS

- WE DO NOT PERFORM YOUR EVALUATION UNTIL YOUR FILE IS COMPLETE AND YOUR FEES ARE PAID.
- 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](mailto:Intake@spantran.com) and include your reference number.

### 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. 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.
3. 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.
4. 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.
5. 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.
6. SpanTran is not responsible for mail that is lost or wrongly delivered by the post office or a courier.
7. 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.
8. SpanTran reserves the right NOT to accept this application for any reason. If your application is not accepted, no fee will be charged.

Signature

Date