

How to Order Your Credential Evaluation:

Step-by-step guide for applicants



Step 1: Start Your Application

Ask your admissions advisor for the link to the tailored TEC application for prospective international students

Step 2: Enter Your Information

Fill out the following:

- General personal information
- The institution where you will submit your completed evaluation
- Your academic history

Step 3: Translation Options

If your academic documents are not in English, certified translations are required. You'll be asked to choose one of the following:

- **“I will provide a certified translation of my documents with copies of my original documents.”**

(Choose this if you already have translations from a professional translator or company.)

- **“I need a quote for translation service.”**

(Choose this if you want TEC to provide a translation quote.)

- **“My documents were originally issued in English.”**

(Choose this if your documents do not need translation.)

Step 4: Verification Options

TEC requires verification of certain documents depending on your country of study:

- Required verification:
 - All secondary documents from:
 - Vietnam
 - Dominican Republic
 - Haiti
 - WAEC member countries
 - The highest post-secondary credential per country

You'll be asked to choose one of the following:

- "I will arrange for my previous institution(s) to send my official academic documents directly to TEC."
(Select this if you will contact your school to send documents.)
- "Please perform Verification Services for an additional cost."
(Select this if you want TEC to verify your documents. You must also select your country of study.)

Step 5: Choose Your Evaluation Turnaround Time

Select your desired evaluation service and choose a processing time:

- Standard: 10 business days
- Rush: 5 business days
- Express Rush: 2 business days

Step 6: Delivery

Your completed evaluation will automatically be emailed to the address you provided at the start of your application and the institution you're applying to. You may also add one additional email address at no cost.

If you'd like a printed hard copy of your evaluation, choose your hard copy delivery method:

- Pick-up from one of our offices
- Mail to a U.S. residential address
- Mail to a U.S. institutional address
- Mail to an international address

If you do not need a hard copy, select "No hard copies."

Step 7: Upload Identification Documentation

To begin your evaluation, we require a valid form of government-issued ID. This helps our team verify and match your identity to your academic records.

Step 8: Upload Academic Documents

Upload scanned copies of your official academic documents and any relevant professional licenses. These documents should be stamped and signed by the issuing institution (Registrar, Records Office, etc.).

Examples of academic documents include:

- Diplomas or certificates
- Transcripts or mark sheets
- Diploma supplements
- Degree certificates or titles

If you've completed a full program of study, please include your final diploma or degree certificate, if available.

Step 9: Review Terms & Complete Payment

Lastly, please review our Terms and Conditions as listed on the application. Once reviewed, complete your payment through our secure online payment system to finalize your application.