



Foreign Education Review Application (FERA)

Mail American Association of Collegiate Registrars and
to: Admissions Officers (AACRAO)
International Education Services
One Dupont Circle, NW
Suite 520
Washington, D.C. 20036-1135

(No Walk-ins)

Name:

(Last or Family) (First) (Middle) (Maiden/other)

Your mailing address:

(Note – NCCAOM will receive an electronic copy of the evaluation. You will receive one copy of the completed evaluation. If you want that copy to be mailed to someone other than yourself, please give that address below, and indicate "0" additional copies.)

Phone number: _____

FAX Number: _____

E-mail address: _____

Date of Birth: _____ (month/day/year)

Place of Birth: _____
(City, Country)

Requesting:

- | | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | Initial Evaluation Request for NCCAOM Certification | \$350 |
| <input type="checkbox"/> | Reevaluation (Evaluation previously completed by AACRAO) | \$150 |

- Reactivation (Application previously submitted, but deactivated) \$150

Purpose of Evaluation:

- NCCAOM Certification
- Acupuncture
 - Chinese Herbology
 - Oriental Medicine

Mail additional copies to:

Number of additional copies requested: _____
Additional copies are available at a \$25 per copy.

(If needed, list further additional copies on separate paper.)

Educational Chronology:

Please list all institutions attended beginning with secondary institutions

Name of Secondary School(s)	Location (City / Country)	Dates of attendance	Name of Secondary School leaving certificate, diploma, or examination*	Date completed, or date awarded,

Name of Postsecondary Institution(s)	Location (City / Country)	Attendance From: To:	Name of Certificates, degrees & exams*	Date completed, or date awarded,

*List credentials using indigenous (original language) terms

Attachment checklist-make sure these items are attached to this form when sending to AACRAO:

- Completed request form
- Payment

Method of payment (check one):

- Money order (US currency) included *(no personal checks or cash accepted)*

Credit card: (American Express, MasterCard, Visa only)

Type of card: _____
(American Express, MasterCard, or Visa)

Name of cardholder: _____

Card number: _____

Expiration date: _____

Signature of cardholder: _____

I certify that all statements made on this application form are complete, correct and truthful.

Signature*: _____ **Date:** _____

*Your signature certifies that all statements made in this application are correct, truthful and complete. I understand that AACRAO may verify the authenticity and accuracy of the documents and information I have provided. I also understand and agree that if AACRAO determines that I have provided false or misleading information, it has the right to contact appropriate individuals, institutions or organizations affected by such false information and to inform them of its discovery.

Notes and Instructions:

1. Copies of all official foreign educational records must be submitted in the original language directly to AACRAO from the issuing institution in a sealed and stamped envelope
2. Records not in English must be accompanied by a literal English translation. Translations do not have to be certified, but must be literal (word for word) and the translator must sign the translated copy and include contact information.
3. Payment of appropriate fees is accepted in US Dollars by money order or credit card (American Express, MasterCard, Visa). **NO PERSONAL CHECKS or CASH ARE ACCEPTED.**
4. All completed evaluations are mailed First Class (or Foreign Air Mail) to overseas addresses. An electronic copy will be sent directly to NCCAOM.
5. If you cancel a request before the evaluation is completed you will be charged a \$30 cancellation fee, prior to completion of the evaluation. This fee is non-refundable.
6. All materials submitted to the International Education Services become the property of AACRAO and cannot be returned.
7. If a file remains inactive for 6 months or longer, it will be deactivated by AACRAO. Applicants wishing to Reactivate a file will be subject to the \$150 reactivation fee.

Mail all materials to:

American Association of Collegiate Registrars and Admissions Officers (AACRAO)
International Education Services
One Dupont Circle, NW, Suite 520
Washington, D.C. 20036-1135

E-mail inquiries to: ies@aacrao.org

FAX: (202)822-3940

Our offices are located in a building which has limited public access; open only for employees who work in the building. Therefore, we *strongly* suggest that you mail, fax, or use a courier service (FedEx, UPS, etc.) to send your requests to AACRAO for evaluation.

[Retain a copy of this page for your files]
