

**2020-2021 Educational Credentials Evaluation**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

**Personal Information:**Address Line 1:  
\_\_\_\_\_Address Line 2:  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Email Address: \_\_\_\_\_

Does your name appear differently on your educational documents?  Yes  No

Name(s) on your educational document(s) \_\_\_\_\_

What is your primary country of study? \_\_\_\_\_

**Educational Credentials:**

Institution Name: \_\_\_\_\_ City: \_\_\_\_\_

Country: \_\_\_\_\_

Did you graduate:  Yes  No

What are the dates that you attended this institution: \_\_\_\_\_ to \_\_\_\_\_

Name of the degree/diploma/certificate in native language: \_\_\_\_\_

Name of the degree/diploma/certification in English: \_\_\_\_\_

Do you have more than one institution that needs to be reviewed for educational credentials?  Yes  NoPlease explain any gaps in education or special circumstance. Note any credentials you wish to exclude from the evaluation report:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Excelsior College will pay for the standard report to be sent directly to the institution along with a return free for all original documents submitted to ECE. By ordering the standard report, the report will be based on ECE documentation requirements as stated for each country on the website [www.ece.org](http://www.ece.org). Student is required to submit all High School Verification Documents directly to ECE:

ECE, Inc PO Box 514070 Milwaukee, WI 53203-3470

**Excelsior College does NOT forward any High School Documents to ECE**

Should you need additional reports, you will need to contact ECE directly to arrange payment and delivery of reports. They can be reached by dialing 414-289-3400 or by mail ECE 101 W. Pleasant St. Suite 200, Milwaukee WI 53212-3963.

All documents submitted to ECE will be returned to the address indicated in the personal information section.

By signing below, you are authorizing Excelsior College to submit your application and provide ECE with any and all information required for the ECE Evaluation process, including but not limited to, Name, Date of Birth and Address.

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

Please submit your completed form to Excelsior College by uploading either a PDF or JPEG copy, with a file size of 25MB or less, through your MyExcelsior Financial Aid Online System.

Log in to MyExcelsior:

- Go to Excelsior.edu and select the MyExcelsior Sign In link in the top right corner.
- To access your MyExcelsior Account, enter your username and password. Click the Login button. If you have forgotten your username or password, please click on "Login Help" located on the left side of the page.

Once you have successfully obtained access:

- Click on Dashboard
- Scroll down to Financial Aid and Bill Payment
- Click on Financial Aid Online System
- Click on the drop-down Menu
- Click on Documents & Messages
  - \*Review the instructions on this page on how to download, upload and complete requirement as needed
- Under Your Documents, click on the Upload it now! link to attach your form for upload
- Review messages to help answer any questions.