



Suffolk University

SPANTRAN APPLICATION FOR SUFFOLK UNIVERSITY

Steps to Apply

1. Download this application, fill it out, and email it to apps@spantran.com. Include scans of your personal copies of your transcript(s), degree certificate/diploma(s) (if you have them), and a photo ID
2. **Ask your foreign school/university to send your official transcripts directly to SpanTran.** Please request the Registrar/records office of your foreign institution to send your official transcripts to the address below. If you send your official documents to SpanTran, you do not need to send them to Suffolk University.

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

If you have any questions, please call (646) 475-2570. You can also visit our Manhattan office at 450 7th Avenue, suite 1107, New York, NY 10123

PART 1: PERSONAL AND ACADEMIC DETAILS

Name (First) (Middle) (Last):
 Date of Birth (Month) (Day) (Year):
 Name on Academic Document(s) (if different):
 Country/ies of study:
 Phone number:
 Email address:

Sex: Male Female

Applying for: Undergraduate Graduate

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

Type of Degree	School	Country	# Years of Study and Graduation Date

PART 2: YOUR CREDENTIAL EVALUATION

Suffolk University asks 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 documents are not in English, we require a certified translation to be submitted with your documents. If you do not have a certified translation, we can provide a quote for this service after you submit your application. Please select one of the following options:

- 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 provide Suffolk University with an electronic copy of your evaluation at no charge. Two copies of the evaluation and translation (if ordered) are included in the price of the evaluation for your personal use. Please tell us below where you'd like us to send your personal hardcopy. You must pay for mailing. 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 Status@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