



## DIVISION OF CITYWIDE PERSONNEL SERVICES

Exam Support Group - Application Unit  
One Centre Street, 14<sup>th</sup> Floor  
New York, NY 10007  
Automated Telephone: (212) 669-1357

# FOREIGN EDUCATION FACT SHEET

- In order to receive credit in the examination for your foreign education, you must have your foreign education evaluated by **one of the approved services listed on the reverse side.**
- Refer to the Required Forms section of the Notice of Examination to find out whether you need a "document-by-document" (general) evaluation or a "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education.
- Evaluation fees must be paid by the applicant.
- Your evaluation must be received no later than **8 weeks** from the last day to apply for this examination. If your evaluation is not received by this time, your foreign education will not be rated. An extension of this time limit is available if the evaluation service submits an acceptable reason in writing for the delay.
- All acceptable foreign education evaluation documents submitted directly by the evaluation service to the address below will be retained by Department of Citywide Administrative Services (DCAS) in a permanent file for future reference.

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1. Photocopies sent by candidates will **not** be accepted.
  2. Only evaluations which have the raised seal or original stamp of the evaluation service on the document **and** are submitted directly to the DCAS by an approved evaluation service will be accepted.
  3. If you previously had an evaluation done by one of the approved services listed on the reverse side, you may request that the service send a certified duplicate original directly to DCAS.
  4. In order to obtain confirmation that DCAS has received your evaluation from the service, have a stamped, self-addressed post card sent to us by the service along with your evaluation. We will return the post card to you to acknowledge that your evaluation has been received. **We cannot respond to telephone inquiries.**

Have the evaluation service include:

- Your **name** and **social security number** with the evaluation; and
- The **title** and **examination number** of the examination you are applying for on the envelope.
- A stamped, self-addressed stamped post card (as mentioned in # 4 above).

Have the evaluation service mail your completed original evaluation to:

- New York City Department of Citywide Administrative Services  
Examining Service Section  
1 Centre Street, 14<sup>th</sup> Floor  
New York, NY 10007  
ATTN: (Exam Title), (Exam #)

*TURN OVER FOR APPROVED FOREIGN EDUCATION EVALUATION SERVICES* ☺☺☺☺

# **APPROVED FOREIGN EDUCATION EVALUATION SERVICES**

**Center for Applied Research,  
Evaluation & Education, Inc.**  
International Evaluation Service  
P.O. Box 18358  
Anaheim, CA 92817  
Phone: (714) 237-9272; 237-9276  
Fax: (714) 237-9279  
E-mail: [evalcaree@yahoo.com](mailto:evalcaree@yahoo.com)  
Web: <http://www.iescaree.com>

**Education International, Inc.**  
29 Denton Road  
Wellesley, MA 02482  
Phone: (781) 235-7425  
Fax: (781) 235-6831  
E-mail: [edint@gis.net](mailto:edint@gis.net)  
Web: <http://www.educationinternational.org>

**Educational Records Evaluation Service, Inc.**  
601 University Avenue, Suite 127  
Sacramento, CA 95825-6738  
Phone: (916) 921-0790  
Fax: (916) 921-0793  
E-mail: [edu@eres.com](mailto:edu@eres.com)  
Web: <http://www.eres.com>

**Evaluation Service, Inc.**  
333 W. North Avenue #284  
Chicago, IL 60610  
Phone: (847) 8569  
Fax: (312) 587-3068  
E-mail: [info@evaluationservice.net](mailto:info@evaluationservice.net)  
Web: [www.evaluationservice.net](http://www.evaluationservice.net)

**Foreign Academic Credentials Services, Inc.**  
P.O. Box 400  
Glen Carbon, IL 62034  
Phone: (618) 656-5291  
Fax: (618) 656-5292  
E-mail: [facs@aol.com](mailto:facs@aol.com)  
Web: [www.facsusa.com](http://www.facsusa.com)

**Educational Perspectives, NFP.**  
P.O. Box 618056  
Chicago, IL 60661-8056  
Phone: (312) 421-9300  
Fax: (312) 421-9353  
Email: [info@edperspective.org](mailto:info@edperspective.org)  
Web: <http://www.edperspective.org>

**Foundation for International Services, Inc.**  
14926 – 35<sup>th</sup> Avenue West, Suite 210  
Lynnwood, WA 9808721  
Phone: (425) 248-2255  
Fax: (425) 248-2262  
E-mail: [info@fis-web.com](mailto:info@fis-web.com)  
Web: [www.fis-web.com](http://www.fis-web.com)

**Globe Language Services, Inc.**  
319 Broadway  
New York, New York 10007  
Phone: (212) 227-1994  
Fax: (212) 693-1489  
E-mail: [info@globelanguage.com](mailto:info@globelanguage.com)  
Web: [www.globelanguage.com](http://www.globelanguage.com)

**International Consultants of Delaware, Inc.**  
3600 Market Street, Suite 450  
Philadelphia, Pa. 19104  
Phone: (215) 387-6950 Ext 603  
Fax: (215) 349-0026  
E-mail: [icd@icdeval.com](mailto:icd@icdeval.com)  
Web: <http://icdeval.com>

**Josef Silny & Associates, Inc.**  
**International Education Consultants**  
7101 S.W. 102<sup>nd</sup> Avenue  
Miami, FL 33173  
Phone: (305) 273-1616  
Fax: (305) 273-1338  
E-mail: [info@jsilny.com](mailto:info@jsilny.com)  
Web: <http://www.jsilny.com>

**Span Tran Educational Services, Inc.**  
7211 Regency Square Blvd, Suite 205  
Houston, Texas 77036-3197  
Phone: (713) 266-8805  
Fax: (713) 789-6022  
E-mail: [info@spantran-edu.org](mailto:info@spantran-edu.org)  
Web: <http://www.spantran-edu.org>

**World Educational Services, Inc.**  
P.O. Box 5087, Bowling Green Station  
New York, New York 10274-5087  
Phone: (212) 966-6311 or 1-(800) 937-3895  
Fax: (212) 739-6100  
E-mail: [info@wes.org](mailto:info@wes.org)  
Web: <http://www.wes.org>

**International Education Research Foundation (IERF)**  
PO Box 3665  
Culver City, CA 90231-3665  
Phone: (310) 258-9451  
Fax: (310) 342-7086  
Email: [info@ierf.org](mailto:info@ierf.org)  
Web: [www.ierf.org](http://www.ierf.org)