

**Human Capital - Bureau of Examinations  
The David N. Dinkins Municipal Building  
One Centre Street, New York, NY 10007  
Automated Telephone: (212) 669-1357**

## **Foreign Education Evaluation Guide**

This document has been optimized for screen reader access and text-to-speech conversions.

### **What You Need To Know:**

- 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 in the Approved Foreign Education Evaluation Services section that begins on Page 3.**
- Refer to the Notice of Examination to find out whether you need a "document-by-document" evaluation (general) or a "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education.
- The cost of evaluating your foreign education is paid by the applicant.
- Your evaluation must be received no later than **8 weeks** from the date specified on the Notice of Examination. If your evaluation is not received by this time, your foreign education will not be rated and you may be found "not qualified". 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 evaluations submitted by the evaluation service directly to the New York City Department of Citywide Administrative Services (DCAS) will be retained in a permanent file for future reference.

However, if a document-by-document evaluation is on file with DCAS and you are now applying for an examination that requires a course-by-course evaluation to meet the education qualification, you will need to have an evaluation service send DCAS a course-by-course evaluation to update your evaluation retained on file.

- If you are having a foreign education evaluation sent to DCAS for the first time and you are applying for multiple exams in the same month, the evaluation service that you use only needs to send DCAS **one** foreign education evaluation (document-by-document or course-by-course).

**As a reminder, a course-by-course evaluation includes a document-by-document evaluation.**

- Photocopies of foreign education evaluations received from candidates **will not** be accepted and may be returned or discarded.
- Only foreign education evaluations submitted directly to DCAS by an approved evaluation service on letterhead that may include a raised seal or an original stamp on the evaluation will be accepted.
- If you previously had a foreign education evaluation done by one of the approved evaluation services listed for another purpose, DCAS will accept your foreign education evaluation provided that it is stamped “certified duplicate original” **and** received directly from that evaluation service.

### **Additional Information:**

In order to obtain an official confirmation that DCAS has received your foreign education evaluation from the evaluation service that you selected, we recommend that you have a stamped, self-addressed postcard included by the service when your evaluation is sent to DCAS. We will return the postcard to you to acknowledge that your foreign education evaluation has been received. **Due to the number of foreign education evaluations received, a delay may occur in confirming the receipt of your evaluation by telephone, email, or in-person inquiries.**

Have the evaluation service include:

- Your full name and 9-digit social security number on the evaluation; **and**
- The Exam Title and Exam Number of the examination you are applying for on the envelope
- A stamped, self-addressed postcard for DCAS to return to you as confirmation of receipt of your foreign education; if you prefer to select this option

Have the evaluation service mail your completed original evaluation to:

NYC Department of Citywide Administrative Services  
Administration, Customer, and Exam Support  
1 Centre Street, 14<sup>th</sup> Floor  
New York, NY 10007  
ATTN: (Exam Title), (Exam Number)

The next page lists the approved evaluation services that you may use to evaluate your foreign education. Your foreign education evaluation must be submitted by an approved evaluation service directly to DCAS to be accepted.

## Approved Foreign Education Evaluation Services

The evaluation services that you may use to evaluate your foreign education are listed below in alphabetical order within the following two categories: Within New York State and Outside of New York State. You may contact any of the evaluation services to determine which one is right for you.

### **Within New York State:**

There are 4 approved evaluation services within New York State.

**1. Center for Educational Research & Evaluation (CERE)**

140-30 Beech Avenue, Suite #1R  
Flushing, Queens, NY 11355  
Phone: (718) 445-2790  
Fax: (718) 879-5871  
E-mail: [MJafry8@aol.com](mailto:MJafry8@aol.com)  
Web: [www.degreeevaluation.com](http://www.degreeevaluation.com)

**2. Globe Language Services, Inc.**

305 Broadway, Suite 401  
New York, NY 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)

**3. Institute of Foreign Credential Services**

12 Cedar Street  
Dobbs Ferry, NY 10522  
Phone: (914) 693-2840  
Fax: (914) 231-7782  
E-mail: [info@ifcsevals.com](mailto:info@ifcsevals.com)  
Web: [www.ifcsevals.com](http://www.ifcsevals.com)

**4. Span Tran: The Evaluation Company**

450 Seventh Avenue, Suite 1107  
New York, NY 10123  
Phone: (646) 475-2570  
Fax: (713) 789-6022  
E-mail: [status@spantran.com](mailto:status@spantran.com)  
Web: [www.spantran.com](http://www.spantran.com)

The next page lists the approved evaluation services outside of New York State that you may use to evaluate your foreign education.

## **Outside of New York State**

There are **10** approved evaluation services outside of New York State.

**1. 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: [www.iescaree.com](http://www.iescaree.com)

**2. 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: [www.educationinternational.org](http://www.educationinternational.org)

**3. Evaluation Service, Inc.**

333 W. North Avenue #284  
Chicago, IL. 60610  
Phone: (847) 477-8569  
Fax: (312) 587-3068  
E-mail: [info@evaluationservice.net](mailto:info@evaluationservice.net)  
Web: [www.evaluationservice.net](http://www.evaluationservice.net)

**4. 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: [www.edperspective.org](http://www.edperspective.org)

**5. 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: [www.eres.com](http://www.eres.com)

- 6. 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)
  
- 7. Foundation for International Services, Inc.**  
505 Fifth Avenue South  
Suite 101  
Edmonds, WA 98201  
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)
  
- 8. 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: [icdeval.com](http://icdeval.com)
  
- 9. 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)
  
- 10. 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: [www.jsilny.com](http://www.jsilny.com)