**India**

We require good **Photocopies** of your documents to be **mailed to our P.O. Box**. We will verify your documents from here. When the **Evaluation** is complete, we will scan the documents into our system and the printed copies will be shredded. **It is not necessary to send your original documents**.

(**Note**: we do have a **second option** for the submission of documents. You can **email good copies** of your documents (note: if some of the **email copies** are too dark, then good photocopies will have to be mailed). If you choose this option, please select the **Covid Fee** option (**$25**) on your application. If you have already completed your online application and did not select the **Covid Fee** option, here is the link to pay the fee:

[**https://www.iacei.net/product-page/covid-19-fee**](https://www.iacei.net/product-page/covid-19-fee)

Note: If you completed **High School** and university level studies, it is recommended that you submit both your high school records and your university records for evaluation. Many US universities require proof of high school graduation even though university level studies were completed. There is no extra charge to include multiple documents.

 **Documents to Submit:**

**Secondary School**: **Photocopies** of Std. X and Std. XII certificates showing the subjects studied and the grades earned.

**University / Post-Secondary**: Good **Photocopies** of your **Individual Mark Sheets** for each year or semester of study. One **photocopy** of each **Degree Certificate**.

**\*\*\*\*\*\* If your Individual Mark Sheets only show class numbers we need you to send the Titles / Course Descriptions.**

Note Regarding Mark Sheets:**\*\*\*\*\*** **Consolidated** **mark sheets are not acceptable.**

**\*\*\*** We will include **all** of your credentials in one **Evaluation** for **one fee** (Bachelors, Masters, etc…)

Please contact the US institution(s) to which you plan to apply to learn about the kind of evaluation they require and any special information that should be included in the evaluation report.

We will contact you if we need additional documents or information. While we are waiting for missing documents, your file will be kept for six months. After that time, you will need to reapply when you have all required documents.

Do not send records from non-credit vocational training programs. Only academic programs are evaluated.

IACE does not issue refunds when clients have not submitted all required documents and information. If IACE attempts to verify the authenticity but does not receive verification after three attempts, a $50 verification attempt fee will be kept and the rest of the application fee will be refunded to the client.