



**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF CITYWIDE PERSONNEL SERVICES**

**Exam Support Group – Application Section
One Centre Street, 14th Floor
New York, NY 10007
Automated Telephone: (212) 669-1357 • Fax: (212) 669-4734**

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.
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, 14th 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 20348
Long Beach, CA 90801-3341
Phone: (714) 237-9272; 237-9276
Fax: (714) 237-9279
E-mail: evalcaree@yahoo.com

Education Evaluators International, Inc.
P.O. Box 5397
Los Alamitos, CA 90720-5397
Phone: (562) 421-2187
Fax: (562) 493-5021
E-mail: gary@educei.com

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

Educational Credential Evaluators, Inc.
260 E. Highland Avenue, Suite 300
Milwaukee, WI 53202
Phone: (414) 289-3400
Fax: (414) 289-3411
E-mail: eval@ece.org
Web: <http://www.ece.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
Web: <http://www.eres.com>

Evaluation Service, Inc.
P.O. Box 85
Hopewell Junction, NY 12533
Phone: (845) 223-6455
Fax: (845) 223-6454
E-mail: esi2@frontiernet.net
Web: 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
Web: www.facsusa.com

Foundation for International Services, Inc.
21540 30th Drive, S.E., Suite 320
Bothell, WA 98021
Phone: (425) 487-2245
Fax: (425) 487-1989
E-mail: info@fis-web.com
Web: 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
Web: www.globelanguage.com

International Consultants of Delaware, Inc.
109 Barksdale Professional Center
Newark, DE 19711
Phone: (302) 737-8715
Fax: (302) 737-8756
E-mail: icd@icdel.com
Web: <http://www.icdel.com>

Josef Silny & Associates, Inc.
International Education Consultants
7101 S.W. 102nd Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
E-mail: 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
Web: <http://www.spantran-edu.com>

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) 966-6395
E-mail: info@wes.org
Web: <http://www.wes.org>