**Jamaica**

We have a new option where your documents can be **verified online**. You can use this option or scroll down to the standard **Document Requirements**.

For this new **Online Verification Procedure** we have 2 requirements for document submission.

1. We require good **copies** of **all** of your documents (and **copies** of any **Translations**). If you **mail** printed **copies** to us (address on our website), then there is no extra fee. If you **Email** the documents to us at **staff@iacei.net****,** you need to select the **Electronic Submission Fee** ($30) as you complete the Online Application for Evaluation by IACEI.
2. For online verification of your credentials you need to click on the following link below which will take you to a company called **Qualification Check**. There you will apply for verification of your credentials and pay their fees. When **Qualification Check** has verified your credentials with your school or schools, they will **email** the results to you and to **IACEI**. \*\*\* Here is the link for **IACEI clients**:

[**https://app.qualificationcheck.com/#/login/register?atid=12**](https://app.qualificationcheck.com/#/login/register?atid=12)

When your **Evaluation** is complete, we will scan the documents received from **Qualification Check** into our system. **It is not necessary to send your Original Documents for the online verification process above.**

\*\*\* If we receive the verification from **Qualification Check** using the process described above then **no** **Disclaimer Statement** will appear on your **Evaluation**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*Note**: If you do not want to use the **online process above**, then the standard ***Document Requirements*** below can be followed (in which case the **Original Documents** may be required):

**Standard Document Requirements**

\*\*\* **Note**: If, using the process below, in many cases if we do not receive your **Original Documents** from you via **mail** or via **email from your schools**, we will put a **Disclaimer Statement** on your **Evaluation** stating that we did not receive the **Original Documents** and did not receive verification of your credentials.

Educational records submitted for evaluation should be issued by the institution in **English**.

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 educational credentials.**

**\*\*\*\* Any original documents you personally provide will be returned to you with your Evaluation**

|  |  |
| --- | --- |
| **To Evaluate Records from:** | **Documentation to Submit:** |
| **High School** (Secondary) | **Photocopy** of the Secondary School **Certificate/Diploma** (We do not require the original Certificate/Diploma).**And****Original Statement of Results** for **CXC, CSEC, CAPE**, and other external examinations issued by the examination board plus a **Photocopy** of each document. |
| **University** (Post-secondary) | **Photocopy** of **Diploma/Degree Certificate**. We do not require the original Diploma/Degree Certificate.**And** The **Official Original Transcript/Grade Report** and a good **Photocopy** of each document. |

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.