**Nigeria**

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**.

**Note**: **Qualification Check** is a separate company. Their application is separate from our application process.

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**](mailto: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**.

**\*\*\* When Qualification Check emails the report to you, PLEASE forward it to us to make sure we have it immediately**

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**\*\*\*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**

**EASY 2 step process for an Evaluation of ALL of your credentials**

Note: If you completed **High School** and **College / University** level studies, it is recommended that you submit both your High School records and your College / University records for evaluation. Many US universities require proof of high school graduation even though university level studies were completed. **We charge ONE FEE for all of your credentials.**

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| --- | --- |
| **Level of Education and Documents to Send** |  |
| **High School (Secondary): (can be done via Email)**  We need a copy of your **School Grade Report** showing your **Candidate Number** or **Student ID Number** – **And - Photocopies** **of WAEC** and/or **NECO** documents and a **Photocopy** of the **Serial Number** and **PIN Number** from a **WAEC / NECO** **Scratch Card** so that IACE can verify the results online. \*\*\*\* This information for **High School can be sent via Email** or you can mail good **photocopies**.  \*\*\*\*For examinations taken **prior to 1980**, please submit a Certified Statement of Results for the examination/s issued in an envelope sealed by WAEC. |  |
| **University (Post-secondary): 2 Options**  We need the **Transcripts** and a **Diploma or Degree Certificate (**if you graduated).  **Note**: Graduation is not required for us to do an **Evaluation**.  **First Option: (Fastest option):** \*\* Documents can be sent **via Email** **directly** from the College/University  to us at this same **email address** ( [**staff@iacei.net**](mailto:staff@iacei.net) ). This will be considered to be equal to the **Original Printed Documents.**  **Second Option: Printed Documents must be sent** **in a Sealed Envelope mailed directly to IACEI**  **by the issuing institution.**  Records that pass through the student’s hands are not acceptable. Here is the address for the school to use for mailing the documents to us:  **Mailing Address for Fed Ex, DHL and UPS**    **IACEI**  **1800 S. Loop 288**  **Suite 396, Box 115**  **Denton TX 76205**  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. |  |