**Kenya**

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 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 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:

<https://app.qualificationcheck.com/#/login/register?atid=12>

Note: This URL was created specifically for **IACEI** **applicants** to have their records verified by relevant institutions and authorities.

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

**\*\*\*Note**: If for some reason 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 will be required):

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

\*\*\* If, using the process below, 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 documents.

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

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| **To Evaluate Records from:** | **Documentation to Submit:** |
| **High School** (Secondary) | **Original Kenya National Examinations Council** **Statement of Examination Results**  Plus a good **Photocopy** of each page.  KNEC is now also responsible for examinations offered by the East African Examinations Council in Kenya. KNEC will issue examination results for the East African Certificate of Education or the East African Advanced Certificate of Education. |
| **University** (Post-secondary) | **Official Transcript** showing subjects studied and **Degree** earned **(**if applicable**)**. These must be sent to IACE in a **Sealed Envelope**. The student can send the envelope to IACEI using our P.O. Box (from inside the U.S.).  If the school sends it directly to us from outside the U.S. please use the address below:  **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.