**Sri Lanka**

We have a new option where your documents can be **verified online**.

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****,** 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 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 General Certificate of Education**, Ordinary and Advanced Level (GCE-O and GCE-A) **Certificates / Statements of Results** and one **Photocopy** of each record |
| **University** (Post-secondary) | **Original Degree / Diploma** or **Provisional Certificate** or a university-attested copy of the record with a good **Photocopy** and an official **Transcript / Grade Report** and one good **Photocopy**. |

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.