**Ghana**

**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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| **To Evaluate Records from:** | **Documentation to Submit:** |
| **High School** (Secondary) **(can be done via Email)** | **Photocopies** of **WAEC certificates** and the **Serial Number and PIN Number from a current WAEC Scratch Card.** We do not require the actual WAEC Scratch Card.  Note: If you completed your examinations prior to the scratch card system, please submit a Certified Statement of Results issued in a Sealed Envelope by WAEC. |
| **University (Post-secondary): 2 Options**  **University** (Post-secondary) | 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:  **IACEI**  **5017 Teasley Ln.**  **Suite 145 / PMB 85**  **Denton, TX 76210** |

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. If there is a year or more of inactivity the documents will be shredded and the application closed.

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.