**Barbados**

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** will be required):

**Standard Document Requirements**

The educational documents submitted for evaluation should be issued by the institution in **English**.

If you completed **High School** and **University** level studies, it is recommended that you submit both your high school records and your university records. 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) | **Photocopy** of Secondary School Diploma; **Original Certifying Statement of Results** for **CSEC, CAPE**, and other external examinations, one **photocopy** of each record.  **AND**  **Original Official Grade Report** along with a good **photocopy** of each page. |
| **University** (Post-secondary) | **Photocopy** of **Diploma/Degree** (front and back)  **AND**  **Original Transcript** and a good **photocopy** of each page. |

Please contact the US institution(s) to which you plan to apply to learn about the kind of evaluation they require or special information the evaluation should include.

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 and submit complete records when you have them.

Do not send records from non-credit or vocational training programs. Only academic programs are evaluated.

IACE does not issue refunds when clients have not submitted all required documents and information.