



AERC Transcript (Score Report) Evaluation

**All international students are required to submit their transcripts to AERC for evaluation.*

Please go to www.aerc-eval.com to fill out an application. Please speak with Mrs. Rodriguez if you need assistance.

Application Instructions

An evaluation is processed upon receipt of the following:

1. Complete AERC Application Form

- a. Please select Detailed Evaluation Report. **Fee is \$100.**

2. Submit original/official transcripts.

3. Certified English Translations if documents are in a foreign language

- If requesting translation and evaluation, translation fees are additional

4. Include fees according to the Fee Schedule (Check or Money Order payable to AERC)

The application, documents and fees must be mailed to:

American Education Research Corporation (AERC)
P.O. Box 996
West Covina, CA 91793-0996, USA

General Information

Processing Time

1. Standard Evaluation Processing Time - AERC requires approximately 20 working (business) days to process an evaluation from the day ALL documents and payment are received.

2. Rush Evaluation Service - Rush Evaluation Service is available for an additional fee. AERC offers two types of Rush Service:

- 5 - business days upon receiving all required documents and fees (please see fee schedule).
- 3 - business days upon receiving all required documents and fees (please see fee schedule).

Credentials Required For Evaluation

AERC accepts original or official documents for evaluation. These documents will be returned to the applicant upon completion of evaluation by regular mail.

Extra Official Evaluation Report

You may order additional official copies of the evaluation report at the time of your application or after the evaluation has been completed. To request an official evaluation report after the evaluation has been completed, you may request it in writing or complete an AERC form “Additional Official Evaluation Report Form” from this website.

Insufficient Documentation

AERC will contact the applicant or the agent representing the applicant if additional information, documents, or fees are needed to prepare the evaluation. The evaluation will not be processed until all documentations and fees have been received. Failure to supply the additional requested documentation within four months will result in the cancellation of the application with no refund.

WARNING: Alteration or irregularities in records presented will result in severe repercussion. In such a case, the documents will be impounded and the information may be disseminated to local authorities, other institutions and evaluation services. Refunds will not be processed in these cases.

IMPORTANT: It is important to read and understand all terms and conditions stated under the heading of Terms and Conditions. Applicants or their representatives must request any AERC service in writing.