



Company Contact  
Information



Website Link



**Josef Silny & Associates, Inc.  
International Education Consultants**

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Fax. (305) 273-1338/Translation Fax: (305) 273-1984

E-Mail: info@jsilny.org

Web Site: www.jsilny.org

**Mail applications to:**  
7101 SW 102 Avenue  
Miami, FL 33173

**Application for Evaluation of Foreign Educational Credentials  
For Applicants to Miami Dade College**

**Information on Josef Silny and Associates, Inc., International Education Consultants (JS&A)**

JS&A is an organization of highly qualified international education consultants. Mr. Silny is recognized nationally and internationally as an expert in the field of foreign credential evaluations and international admissions. He has been the Director of International Admissions at the University of Miami and the City University of New York. He has participated as panelist or workshop director at national professional conferences annually since 1974. He has held numerous committee chairmanships and memberships in national professional organizations and corporations. Mr. Silny has published a book and numerous articles in the field of international education. All international education consultants associated with Mr. Silny are highly qualified in the field of foreign credential evaluations. JS&A is a member of the National Association of Credential Evaluation Services, Inc. (NACES)

**APPLICATION PROCEDURES - Please be sure to read the complete information on our website at [www.jsilny.org](http://www.jsilny.org).**

PLEASE BE AWARE THAT WE WILL NOT PROCESS YOUR REQUEST FOR ANY SERVICE UNLESS WE RECEIVE YOUR FILLED-OUT AND SIGNED APPLICATION AND CORRESPONDING FEES. JS&A WILL NOT BE RESPONSIBLE FOR DOCUMENTS SENT TO US PRIOR TO THE RECEIPT OF THE FILLED-OUT AND SIGNED APPLICATION AND CORRESPONDING FEES.

In order to receive an evaluation, an applicant must provide the following:

1. A completed Application for Evaluation of Foreign Educational Credentials signed by the applicant
2. A non-refundable evaluation fee in U.S. dollars. Make the bank check or money order payable to Josef Silny & Associates, Inc. (We cannot accept postal money orders or payments through Western Union). If you are paying by a credit card you must fill out the Credit Card Information form. All evaluation fees, including fees for rush report, 24 hour report, grade point average equivalent, extra copies, and translation are NON-REFUNDABLE.
3. EDUCATIONAL DOCUMENTS:
  - a) Official original diplomas and certificates in the original language
  - b) Official original transcripts in the original language (names of courses, grades, and hours of instruction) for every year of study

**It is the responsibility of applicants to submit the academic credentials which need to be evaluated.**
4. TRANSLATIONS: Documents in a language other than English must be accompanied by professional, certified English translations. Translations supplement, but do not replace the original documents. JS&A offers professional certified translations. JS&A is a Corporate Member of the American Translators Association. For further information on the JS&A Translation Service, call 305-273-1616 or e-mail or fax your request for translation estimate along with all pertinent documents.  
E-mail: translation@jsilny.org                      Translation fax: 305-273-1984
5. Please note: a Syllabus of university studies (description of each course or subject studied) may be required for Course-by-Course Evaluations, but you do not need to send this with your application. If it is needed, JS&A will request it.

**Processing Information:** Josef Silny & Associates, Inc. reserves the right to request to review original documents and may insist that transcripts or examination results be sent directly and verified by the issuing institutions or examination boards to JS&A. Academic credentials received directly from foreign institutions are considered confidential and cannot be given to applicants. The documents you submit with your application, with the exception of any originals, will become the property of Josef Silny & Associates, Inc. and they will not be returned. Applicants who submit their own original academic documents must read page two of this application for information on return of original documents by secure means. When it has been determined that documents submitted for evaluation or translation were forged or altered in any way, no evaluation report or translation will be prepared and the fees will not be refunded. Fraudulent documents will not be returned to the applicant. All recipients indicated on the application form will be notified. It is the applicant's responsibility to submit the documents which need to be evaluated. If the application is not completed within three months, JS&A will close the file. A new evaluation fee will be required for updating the file. JS&A will keep applications with academic credentials for one year only. Please note that all fees are subject to change without notice. Refusal of service: JSA reserves the right to refuse service to anyone.

In preparing an evaluation report, every effort is made to consult appropriate resources, in order to provide the most accurate evaluation possible. JS&A will provide a list of the references used in making the specific evaluation upon written request.

## TYPES OF EVALUATIONS

### FRESHMEN APPLICANTS:

Must request the high school Document-by-Document Evaluation. An official original high school diploma and transcripts must be submitted. Students who sit for external examinations, such as Baccalaureate, GCSE, CXC, WAEC/WASC, etc. must submit official original results of these examinations. (If you are still enrolled in your last semester of high school, MDC advises to not apply until you have received your official original diploma of graduation.)

### TRANSFER APPLICANTS:

Students who completed university level study must submit an official original transcript with courses, credits or hours of instruction and grades for the Post-Secondary/University Course-by-Course Evaluation.

**It is the responsibility of applicants to request the type of evaluation they need.**

## PROCESSING TIME

1. Standard Processing Time: Evaluations are normally prepared in ten working days from the receipt of all required fees, information and documentation. Evaluations which require extensive research and correspondence may take longer to prepare.

2. Rush Evaluation Reports

a) 24-Hour Evaluation Report

b) 2-Day Evaluation Report

c) 5-Day Evaluation Report

Rush evaluation reports will be completed in a timely fashion, in accordance with the type of rush evaluation report requested, upon receipt of all required fees, information and documentation. If, for any reason, the evaluation report cannot be completed within the specified time after receipt of all required fees, information and documentation, the rush fee will be refunded and the evaluation will be completed as quickly as possible. The rush fee will be adjusted to reflect the actual processing time and a refund of the difference will be issued. Rush evaluation reports must be paid for by bank check, money order or credit card.

## COST OF EVALUATIONS

1. High School Document-by-Document - U.S. \$90
2. University and Post-Secondary Course-by-Course - U.S. \$150 (For transfer admission)
5. 24-Hour Evaluation - U.S. \$150 in addition to the basic fee
6. 2-Day Evaluation - U.S. \$100 in addition to the basic fee
7. 5-Day Evaluation Report - U.S. \$50 in addition to the basic fee
9. Re-evaluation - Re-evaluations based on documents not submitted with the original request are considered new evaluations and a second payment of the basic fee is required.
10. Extra evaluation reports - Additional original evaluation reports requested at the time of evaluation cost \$20 each. Each evaluation report requested after the evaluation has been completed costs \$30 (evaluations may be available only within 3 years of the original date of issuance). Please add \$5 to the cost of each report that you wish to be mailed to you in a specially sealed JS&A envelope.
11. Return of original documents by secure means:  
Within the continental United States: - By certified mail: U.S. \$15 per address  
- By courier: U.S. \$45 per address  
Outside of the United States - By international courier: U.S. \$85 per address  
If the fee paid by the applicant does not cover the cost of the courier, we may use USPS Priority Mail Express instead.  
Those in extended delivery areas will be billed for the balance of the fee.  
JS&A accepts no liability for loss or damage of academic credentials during mailing.
12. The applicants are responsible for any verification fees charged by their universities.

JS&A does not accept courier  
airbills filled out by applicants.

## INFORMATION ABOUT EVALUATIONS

Method of Operation - To keep the cost of evaluations as low as possible, the evaluation service is conducted by mail. If there are questions concerning an application, Josef Silny & Associates, Inc. will e-mail, write, or telephone the applicant. If the applicant requests a personal interview, the charge will be U.S. \$60 per half hour. Interviews are by appointment only.

Reassessment of Education Systems - Evaluations are based upon the best information and resources currently available to foreign credential evaluators in the United States. Josef Silny & Associates, Inc. reserves the right to reassess educational systems as new and additional information becomes available.

Satisfaction with Evaluations - JS&A guarantees that all evaluations are prepared by highly qualified evaluators, but it cannot guarantee that the applicant will agree with the evaluation. Any questions or concerns about evaluations must be submitted in writing within one year from the completion date.

**PERSONAL INFORMATION**

If you have been assigned an MDC student I.D number. Please list it here. \_\_\_\_\_

If you have a U.S. Social Security number, please list it: \_\_\_\_\_ Gender: \_\_\_\_\_  
(Listing your Social Security Number will facilitate MDC in properly locating your file.) Male Female

**Please use your name exactly as it appears on your application sent to Miami Dade College.**

Full name: \_\_\_\_\_  
Last name First name Middle name Maiden name

Address: \_\_\_\_\_  
Street Address Apartment number

\_\_\_\_\_ City State Zip code Country (if not U.S.)

Date of birth: \_\_\_\_\_ Country of citizenship: \_\_\_\_\_ Country of birth: \_\_\_\_\_  
Month / Day / Year

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Area code and number Area code and number

**Type of Professional Service Requested:**

**Basic Fees**

- High School Document-by-Document (U.S. \$90 basic fee)
- Post-Secondary/University Course-by-Course (U.S. \$150 basic fee)

**Rush Fees**

- 24-Hour Evaluation (U.S. \$150 + basic fee)
- 2-Day Evaluation (U.S. \$100 + basic fee)
- 5-Day Evaluation (U.S. \$50 + basic fee)

**Additional Services**

- Extra Evaluation Report (U.S. \$20 per report) How many? \_\_\_\_\_
- Extra Report in Sealed Envelope (U.S. \$25 per report) How many? \_\_\_\_\_
- Secure Return of Originals U.S. \$ \_\_\_\_\_
- Translation (quote provided upon request) U.S. \$ \_\_\_\_\_
- Upper Division Course Identification (U.S. \$30) \_\_\_\_\_
- Other U.S. \$ \_\_\_\_\_

Have you used JS&A services previously? Translation: No: \_\_\_\_\_ Yes: \_\_\_\_\_ Date: \_\_\_\_\_  
Evaluation: No: \_\_\_\_\_ Yes: \_\_\_\_\_ Date: \_\_\_\_\_

**The official evaluation will be mailed to Miami Dade College: Transcript Processing Services  
11011 S.W. 104<sup>th</sup> Street, Room R301  
Miami, Fl 33176-3393**

**If you want your evaluation to be sent to you or any other educational institutions (at U.S. \$20 per evaluation report), please list their names and addresses below:**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACADEMIC HISTORY**

Educational Institutions Attended (You must list all educational institutions you have attended. Begin with the first year of elementary school and include any school you are now attending.)

Name of Institution	City, Country	Attendance From - To	Diplomas or Certificates	Year of Graduation
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

I certify that all information provided in this application is complete, factually accurate, and honestly presented. I certify that I have read the instructions and conditions (including that all fees are **non-refundable**) and agree to the terms stated therein. I understand that the evaluation is advisory and is not binding upon any agency or institution that uses it. I release Josef Silny & Associates, Inc. from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation. Any litigation arising out of this agreement will have its venue in Miami-Dade County, Florida. The prevailing party in any litigation arising out of this agreement is entitled to reasonable attorney's fees and all costs accrued during the litigation.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## ORGANIZATIONS WHICH ACCEPT EVALUATIONS DONE BY JS&A

JS&A is a Member of the National Association of Credential Evaluation Services, Inc. (NACES). Evaluations prepared by JS&A are accepted and recognized by the organizations listed below:

### 1. U.S. Federal Government

The United States Citizenship and Immigration Services  
The United States Department of Agriculture  
The United States Department of Defense  
The United States Labor Department  
The United States Office of Personnel Management  
Federal Bureau of Prisons  
Health Care Financing Administration

### 2. Licensing Boards

**Accounting:** Arizona, Arkansas, California, Colorado, Connecticut, District of Columbia, Florida, Guam, Indiana, Kentucky, Michigan, Missouri, Nebraska, Nevada, New Mexico, Ohio, Pennsylvania, South Dakota, Tennessee, Utah, Vermont, Virginia, Wisconsin, Wyoming  
**Architecture:** Alaska, California  
**Barbers:** Florida, Minnesota, South Dakota  
**Cosmetology:** North Carolina, Tennessee, Utah, Vermont  
**Engineering:** Alaska, Florida, Louisiana, Maryland, New Jersey, Puerto Rico, Texas, Virginia  
**Law:** California, Florida, Texas  
**Marriage and Family Therapy, Mental Health:** Florida  
**Medical Laboratory:** American Medical Technologists, American Society of Clinical Pathologists, Health Care Financing Administration, California, Connecticut, Florida, Georgia, Nevada, North Dakota, Tennessee  
**Midwifery:** Florida  
**Nursing:** Arizona, Florida, Missouri, Nebraska, New Hampshire, New Mexico, Oregon, Puerto Rico, Wyoming  
**Opticianry:** Florida  
**Psychology:** California, Delaware, District of Columbia, Florida, Maryland, Ohio, Oregon, Virginia  
**Respiratory Care:** National Board for Respiratory Care, California, Florida  
**Speech-Language Pathology and Audiology:** American Speech-Language-Hearing Association, Florida, Georgia  
**Texas Medical and Dental Schools Application Service**

### 3. State Departments of Education

Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Illinois, Iowa, Kansas, Kentucky, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, Wisconsin, Wyoming

### 4. Other Governmental and Private Agencies

American Association for Clinical Chemistry  
Association of Colleges of Osteopathic Medicine  
American Association of Colleges of Podiatric Medicine  
Association of American Veterinary Medical Colleges  
Broward County Sheriff's Office  
CASPA - Central Application Service for Physician Assistants  
Florida Department of Health and Rehabilitative Services  
National Career Development Association  
NCAA  
Office of Personnel of: City of Miami, Ft. Lauderdale, Miami Beach, New York City, State of New York

### 5. Hundreds of Colleges and Universities

Many other organizations which do not appear on this list may also accept evaluations done by JS&A. Applicants are advised to check with the agency, institution, or organization to which they intend to submit the evaluation to make certain that the evaluation will be recognized.



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Website: www.jsilny.org

### CREDIT CARD INFORMATION

**You must include the credit card holder's copies of the front and back of the credit card and U.S. Driver's License OR Foreign Passport.**

**Name of Cardholder:**

As it appears on the credit card \_\_\_\_\_  
First Middle Last

E-mail address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Area code and number

**Name of Applicant:**

If different from the cardholder \_\_\_\_\_  
First Middle Last

**Billing Address:** \_\_\_\_\_  
Street address Apartment number (if applicable)

\_\_\_\_\_  
City State Zip code Country (if not U.S.)

**I authorize Josef Silny & Associates, Inc. to charge my (check one):**

- VISA     MASTER CARD     DISCOVER

in the **TOTAL** amount of U.S. \$ \_\_\_\_\_ **← (TOTAL amount of your order must be filled in to process your payment.)**

CREDIT CARD NUMBER: \_\_\_\_\_

3-digit security code on back of card: \_\_\_\_\_

Expiration Date (month/year): \_\_\_\_\_ 

Signature of Cardholder (Required): \_\_\_\_\_ Date: \_\_\_\_\_

This signature authorizes Josef Silny & Associates, Inc. (JS&A) to charge the amount for the requested services in U.S. dollars and the cardholder agrees to be bound by all Terms and Conditions (including that all fees are **non-refundable**) as stated in the JS&A application.



## **Information for International Students Applying to Miami Dade College**

### **Josef Silny & Associates Inc, International Education Consultants**

TEL: 305-273-1616

#### **Business Address:**

7101 SW 102 Avenue

Miami, Fl 33173

**Business Hours:** Monday to Friday from 9 am to 4:30PM **\*Extended lobby hours on Wednesdays: 4:30-7:00 PM**

### **TRANSLATION DEPARTMENT CONTACT INFORMATION:**

Fax: (305) 273-1984 OR Email: [translation@jsilny.org](mailto:translation@jsilny.org)

\*be sure to include a contact name, phone number and/or email address to provide you with a quote. You may also indicate this if for Education Purposes. (MDC)

### **PREFERRED OPTION FOR MOST EFFICIENT SERVICE IS VIA MAIL TO ADDRESS LISTED ABOVE:**

Clients mail in their application for foreign credential evaluation &/or translation along with their official original academic credentials and payment. (Applications are reviewed by experienced evaluators &/or translators and applicants are notified in writing if any additional information is required.)

\*Please be sure to include a self stamped addressed envelope for the safe return of your originals. (Please refer to application for other options available upon request.)

We offer DROP- OFF service in our office and attend clients on a first come first serve basis. Receptionists are NOT in a position to answer questions about your academic credentials or the status of your file. It is imperative that you bring the completed package in order to provide you with the best service possible. We strongly advise you to fill out the JS&A application form **prior to your arrival**. Please read below for further information.

### **Preparing Package for JS&A:**

1. **Completed** application form signed by applicant. Please visit [www.jsilny.org](http://www.jsilny.org) and print, complete and sign the **JS&A foreign credential application for APPLICANTS TO MIAMI DADE COLLEGE**. **Please fill out the application for admissions at MDC before submitting your evaluation.**

2. Official **ORIGINAL** academic credentials

#### **FOR FRESHMAN APPLICANTS:**

An official high school diploma and transcripts must be submitted. Students who sit for external examination, such as Baccalaureate, GCSE, CXC, WAEC/WASC, etc. must submit official original results of these examinations. (If you are still enrolled in your last semester of high school, MDC advises to not apply until you have received your official diploma of graduation).

#### **TRANSFER APPLICANTS:**

Students who completed university study must submit an official original transcript with courses, credits or hours of instruction and grades for the post-secondary/university Course-by-Course Evaluation.

3. 3 sets of photocopies of all academic credentials (Cost of photocopies made by JS&A: U.S. \$0.25 per copy).

4. Academic credentials in a language other than English must be accompanied by accurate, professional, certified, English translations completed by translators who are ATA certified. If you would like JS&A to translate your academic credentials, a quote for our translation services will be provided free of charge. PLEASE NOTE that receiving an "in-person" translation quote may require a wait time of up to one hour; therefore, we recommend that you obtain your translation quote via fax or email PRIOR to coming to our office. Please refer to the translation department fax and email address listed above.

5. Non-refundable payment for the services requested (cash, credit card, money order or check)

\*please note, we do not accept American Express.