**Venezuela**

Educational records submitted for evaluation should be issued by the institution in **Spanish**. A certified English translation is required. If you do not have Certified Translations **IACEI recommends Credential Consultants. A link to their website can be found on our New Clients section (Translation Services). If you use Credential Consultants they will email you a copy which you can forward to us. (They will also mail you a formal printed copy).**

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 Bachiller Diploma** and **Original Grade Report** showing subjects and grades for all years of upper secondary school and One **Photocopy** of each document (and a good Photocopy of any **Translations**). |
| **University** (Post-secondary) | **Photocopy** of **Título/Grado** Certificate (we do not require the original Titulo/Grado), and **Original Transcripts** / **Grade Report** andOne **Photocopy** of all **Transcripts / Documents** (and a good Photocopy of any **Translations**). |

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. If no contact or payment occurs for 6 months, the documents will be scanned and shredded. 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.