



(date of report)

(law office/employer)
(street address)
(city, state, zip code)

RE: (applicant's name)
IERF #(file number)

TO WHOM IT MAY CONCERN:

Summary: (applicant's name) has the equivalent of (academic equivalent) from regionally accredited colleges and universities in the United States. (Mr./Ms.) (applicant's last name) also has (number of years) years of employment experience in the related areas of (professional fields). As such, for immigration and employment purposes, (applicant's name) could also be considered to have the equivalent of the (name of qualification), using the USCIS standard of 3 years of progressive, full-time employment as equivalent to 1 year of university credit.

Documents submitted: Submitted were (academic records).

Also submitted were a résumé describing (Mr./Ms.) (applicant's last name)'s employment history as well as letters of reference from (employers), detailing the dates of employment and (his/her) principal duties and responsibilities in (employment areas). Also on file are salary statements from (employers).

NOTE:

SAMPLE

- a. Admission to (name of institution) required completion of secondary school in (country) (equivalent to graduation from senior high school in the United States.)
- b. According to information in the reference library of the Foundation (such as the International Handbook of Universities, the World Education Series on (country) and other published materials), (name of institution) is recognized and approved by the Ministry of Education of (country).
- c. This evaluation is based upon photocopies of academic and employment records.
- d. The International Education Research Foundation, Inc., *Credentials Evaluation Service*, founded in 1969, is a charter member of the National Association of Credential Evaluation Services in the United States.
- e. Each evaluation report represents the considered judgment of at least two qualified credential analysts certifying to the validity of the opinions expressed in accordance with the Foundation's established guidelines and comprehensive analysis of comparative education.
- f. This evaluation has been prepared by:
(evaluator's signature)
(evaluator's name, credentials); Title: Evaluator; International Credentials Evaluator since: (year)
(description of evaluator's qualifications)



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SAMPLE