

## Morningside Evaluations FAQ

**Q: How do I submit a request for evaluation?**

A: Please read the [instruction sheet](#) for submitting an evaluation request.

**Q: How do I submit my documents for evaluation?**

A: For a detailed description of how to submit your documents for evaluation, please [CLICK HERE](#).

**Q: How do I pay for the evaluation?**

A: The easiest and fastest way to pay for the evaluation is to download the Credit Card form and attach it as the second page of your evaluation request form. You can also pay by check or money order. In the event that you pay by check or money order, Morningside cannot process your case until the check or money order is received.

**Q: How will I receive my completed evaluation?**

A: You will receive the completed evaluation in the mail, and by fax if you provide Morningside with a fax number. You can also receive your evaluation by e-mail if you provide Morningside with an e-mail address. Please note on your request which delivery method you would prefer. Also, if you require an e-mail and a mailed copy please note it on your request.

**Q: What types of evaluations does Morningside offer?**

A: Morningside offers evaluations of foreign academic and work experience credentials. At Morningside, we offer three types of evaluations. You can choose from an academic evaluation, a work experience evaluation, or an expert opinion letter. See [samples](#).

**Q: How will I know if Morningside has received the documents I have submitted for evaluation?**

A: You can contact Morningside at least an hour after you sent your request to confirm if we received your documents.

**Q: Can an evaluator call me to let me know the case is being sent out and completed?**

A: Due to the volume of evaluation requests Morningside receives, Morningside is unable to call clients and let them know that their evaluation is being completed and is ready to be sent out.

**Q: Will you accept photocopies or faxes?**

A: Morningside will accept high-quality photocopies by fax or mail. For instructions on how to submit your documents, please [CLICK HERE](#).

**Q: Will I get the equivalency I am seeking?**

A: Morningside will work with you to accommodate your desired academic equivalency. We work with professors and evaluators who have been working on evaluating foreign credentials for many years. Morningside evaluators also have many databases, reference libraries, and reliable sources for current and accurate information regarding specific foreign academic institutions and specific degree programs. If, after extensive research and consideration, Morningside is unable to issue you the equivalency you are seeking, a member of the evaluations team will contact you and discuss alternative options for the evaluation.

**Q: How long will it take for me to receive my credential evaluation?**

A: The turnaround time for your evaluation will depend on what type of evaluation you are receiving. Any academic evaluation and many work experience evaluations can be completed as soon as same day with proper documentation. Expert Opinion letters take approximately five business days from date of approval and can be completed as quickly as same day.

**Q: Which documents do I need to submit for evaluation?**

A: For an education evaluation, you should submit all educational documents that you wish to have included in the evaluation. Documents include any diplomas, marksheets or transcripts, certificates, and any other materials you feel may be helpful or necessary to complete an evaluation. If you would like to have your equivalency issued as a Ph.D., please submit the title of your thesis or dissertation in addition to any diplomas.

For a work experience evaluation, please submit any educational documents that you wish to have included in the evaluation along with a detailed resume and any work letters you may have.

**Q: What is the cost of the evaluation?**

A: The cost of the evaluation will depend on the type of evaluation you will receive and the type of service you will receive. The rates are listed on the [Rate Sheet](#).

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**Q: What if my documents are not in English?**

A: If your documents are not in English, we may be able to work on the evaluation without requiring a translation. If we are unable to offer the evaluation without translating the submitted documents, a member of the evaluations team will contact you and indicate you may either provide a certified translation for the document(s) or choose to have the translation completed by Morningside at a nominal cost, which will be added to the cost of the evaluation.

**Q: How much will it cost to translate my documents into English?**

A: The cost of the translation will be based on the type of document submitted, the length of the document submitted, the language of the document, and the turnaround time requested. For an outline of Morningside's prices for translations, please [CLICK HERE](#).

**Q: What if I need an adjustment made to my evaluation?**

A: The fastest way to receive an adjustment is to fax in your adjustment request, with a cover page referencing the case number, and a copy of the evaluation with whatever needs to be changed circled and identified. It is important to include contact information (address, phone number, fax number if applicable) in the event your adjustment request cannot be processed.

**Q: What do I do if I need another copy of my evaluation?**

A: In order to receive immediate attention in this matter, please fax Morningside Evaluations department at 212-904-1025. In order to expedite the process, please include your address, date of original

evaluation, and phone number. You must also attach a credit card authorization form which has been filled out. The charge for a reprint of a completed evaluation is \$30 (including the \$5 credit card processing fee).

**Q: How is Morningside Evaluations different from competing evaluation companies?**

A: Morningside sets itself apart from other evaluation companies by working with professors on every case that bears the Morningside seal of approval. In order for a Morningside evaluation to be valid and acceptable, the evaluation must be signed by a Professor who works as a Morningside staff member. Morningside is also able to differentiate itself from others by providing competitive pricing and turnaround time for every evaluation prepared.