



THE KNOWLEDGE COMPANY®

13022 Monroe Manor Drive, 1st Floor
Herndon, Virginia 20171
Phone (571) 203-8620
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Work Experience Evaluation Application Form Immigration and US Visas

Client Information

Applicant's Name: _____ Male _____ Female _____
Last First Middle

Ph: _____ Fax: _____ E-mail: _____

Date of Birth: / / Country of Citizenship: _____ ID/SSN: _____
month day year

Current Visa Status: _____ Visa Applying: _____ Proposed Position Title: _____

Potential Employer: _____ **Contact person(s) with phone and fax numbers:** _____

Evaluation should be sent to (please include phone and fax numbers if it is not to the applicant):

Name: _____

Address: _____

Extra copies sent to (if applicable. Additional copies \$30 each, as noted below.):

Name: _____

Address: _____

Work Experience Evaluation Requested (Check those applicable)

<input type="checkbox"/> Standard 10 work day (\$300)	<input type="checkbox"/> Next-day Delivery (\$30 US/\$40 International including Canada)
<input type="checkbox"/> Rush 5 work day (\$600)	<input type="checkbox"/> Extra copies (\$30 each)

Payment

Total enclosed: \$ _____ Visa _____ Mastercard _____ Check _____ Money Order _____

Credit Card number: _____ Card Verification # _____ Exp.: _____ / _____
(Last 3 digits at the back of your card)

Signature: _____ Date: _____

All fees and charges are subject to change without notice. Please make money order or corporate, cashier's, or personal check payable in U.S. dollars to The Knowledge Company. Visa and Mastercard are also accepted if the payment is \$30 or more. Payment is due upon receipt.

Please read the following instructions and policies and sign at the bottom.

Instructions and Policies

Terms of Evaluation: We offer our standard work experience evaluation for 10 business days. The availability of the Expedited report (5 business days) is contingent upon expert availability. Once The Knowledge Company begins an Expedited report, the client will be charged at the full rate unless we are unable to complete the report within the time required. The Knowledge Company typically will mail the Standard report within ten business days after receipt of payment in full and a complete file. Should The Knowledge Company be unable to fax and mail the Expedited report within five business days, it will refund the difference between the Standard and the Expedited rate. In the rare occurrence that The Knowledge Company cannot provide an expert in a given field or in a given field within the time frame selected, we will inform the contact on the case in a timely fashion. Should The Knowledge Company cease work on an evaluation because an expert is not available, we reserve the right to charge a consultation fee based on time spent on the case, at the Standard or Expedited rate depending upon the service selected.

Our Independent Experts: All experts render their opinions according to the standards of their discipline and profession. Our experts' opinions meet the USCIS standards for recognized authority. They include the determination of equivalency to a specific bachelor's degree or master's degree. All reports of The Knowledge Company and expert opinions included therein are strictly advisory to all organizations and to the client. The Knowledge Company accepts no responsibility for how organizations use its reports and is not responsible for any damages to the client, his attorney, or any person, company or organization that might use the report for any purpose. The evidentiary basis of all advisory opinions rendered by The Knowledge Company and its experts is only the documentary record submitted by the client. The Knowledge Company cannot verify the authorship or content accuracy of any original documents or their copies. Nor can it confirm that the record submitted by the client meets the standards of evidence of a particular agency or other organization or of the appropriate state or Federal rules of evidence. The client is solely responsible for the veracity and accuracy of all documents submitted for review.

Refund Policy: Fees are nonrefundable in their entirety once an application for evaluation is filed with The Knowledge Company. The Knowledge Company will not refund payment for a report that the applicant cancels after submitting the request. The Knowledge Company will not complete a report nor will we refund payment if a request includes forged, altered, or falsified documents. It is possible to change an educational credential evaluation into a Standard Work Experience Evaluation report. This change must be authorized in writing and the fee paid in full in advance. The client will receive a credit of \$45 toward the Standard Work Experience Evaluation report, provided that no new substantial information has been added since the original educational credential evaluation was performed.

The Knowledge Company typically works directly with the immigration attorney representing the foreign national. The Knowledge Company strongly recommends that foreign nationals and/or their prospective employers retain the services of an immigration attorney prior to requesting a Standard Work Experience Evaluation. All materials will then be sent through the office of the immigration attorney representing the foreign national. The Knowledge Company reserves the right to charge an additional consultation fee, based on time spent on the case, when the foreign national and/or prospective employer do not retain the services of an immigration attorney who actively facilitates the evaluation process.

Certified Translations: The Knowledge Company requires certified translations of all documents not issued by the school in English, as well as copies of the original-language documents. Translations should be certified as follows: "I certify that I am fluent in both English and [foreign language] and that the attached English translation of [applicant's name]'s [document's name] is a true and accurate translation of the original document(s) in [foreign language]." The translator needs to sign this statement and initial any attached pages. We will not accept translations by the client. When there are time constraints, The Knowledge Company will evaluate documents in the original language for the following: Chinese, French, German, Italian, Portuguese, Russian, and Spanish. For this service we charge an additional \$22 per degree. Documents in languages other than those listed above must be accompanied by certified translations.

Important Notes: Please check the boxes below:

I have included the following mandatory documentation:

- National/state secondary-level examination results or other proof of completion of secondary school
- Transcripts/mark sheets, degrees/diplomas for all post-secondary education
- A detailed chronological statement of work history
- Referee letters
- A signed proposed position description from the sponsoring employer

Affirmation and Attestation of Clients

I have read and understood the Instructions and Policies above and all other information contained in The Knowledge Company's description of services and Instructions and Policies. I affirm and attest that all of my statements and all documents I have submitted are true and accurate to the best of my knowledge. I agree to the terms and conditions asserted above and understand that The Knowledge Company provides no warranties beyond those explicitly stated above. I waive any and all causes of action against The Knowledge Company and will indemnify The Knowledge Company in regard to all costs and damages that may result from any suit in regard to its report or other actions in this matter.

Signature: _____, Printed name: _____, Date: _____
Foreign National or Immigration Attorney Representing Foreign National