

Authorization of Academic Credentials Translation and Evaluation Services:

- a) All students must provide the required education verification when enrolled at Atlantis University. Education verification must be submitted in the form of official Diplomas and or official (certify) high school or college transcripts based on the selected academic program enrollment requirements prior to the expected class start date.
- b) All Diplomas and Academic Transcripts must be translated into English when in any other language by an Agency recognized and approved by the Florida Department of Education and Atlantis University.
- c) Translations of Diplomas and or Academic Transcripts must be evaluated to indicate the education or equivalency level it represents when compared to a diploma or college degree in the United States, such as a High School Diploma, Associates, Bachelor, Master or Doctors Degrees. In addition, it will also determine the number of credits awarded and academic years it represents.
- d) When a student is unable to obtain the transcripts translation and or evaluation prior to the class start, the student will be allowed to sit in class and has **30 days** to provide the translation and or evaluation for the student to remain in class and to transfer credits into Atlantis University.
- e) Students without an Official Academic Credentials translation and or evaluation recognized and approved by the Florida Department of Education and Atlantis University **within 30 days** after the class start **will not** be allow to “transfer-in” any credits based on the credentials aforementioned.

Please choose one of the two following translation and evaluation service options:

1. Student's Initials (_____) I **do** authorize Atlantis University to translate and evaluate my Official Academic Credentials with its own approved agency and understand that I will be responsible to pay the full cost of the services rendered to Atlantis University within 30 days after being invoiced.
2. Student's Initials (_____) I **do not** authorize Atlantis University to translate or evaluate my Official Academic Credentials. I understand that by selecting this option, I have a maximum of 30 days after my class start to provide my Official Academic Credentials translation and or evaluation from an approved and recognized agency by the Florida Department of Education and Atlantis University in order to remain in my academic program and to “transfer-in” any credits into Atlantis University.

Note: Atlantis University reserves the right to accept or reject any translation and or evaluation complete by any agency not approved by the Florida Department of Education or Atlantis University.

I, _____ (Student), understand and agree to comply with all Atlantis University's Admissions Academic Credentials Translation and Evaluation Policies indicated hereinto.

Signature: _____ Date: _____

Admissions Officer Name: _____ Signature: _____ Date: _____