

ENROLLMENT SERVICES PROCESS DOCUMENTS

HOW TO ORDER A SPANTRAN EVALUATION

Step 1. Visit <https://www.spantran.com/application/>

Step 2. Enter your name and contact information

The screenshot shows the Spantran website's application form. At the top, there is a navigation bar with the Spantran logo and the tagline "Your Gateway to New Opportunities". Below the navigation bar, there are four menu items: "STUDENTS & GRADUATES", "FOR EDUCATORS AND PROFESSIONAL BOARDS", "HELP & INFORMATION", and "CONTACT US". The main content area is titled "General Information" and includes a language selection menu (English, Français, Español). A checklist on the right side of the form shows the following items: Application, General Information (selected), Evaluation Services, Academic History, Additional Services, Document Upload, Delivery (checked), Application Review, and Payment and Submission. The "Services Selected" section shows "Delivery Service (Mail (Residential Delivery Only))" for \$5.00, with a total of USD \$5.00. The form fields are filled with the following information: Current Name (Last Name: Rassier, First Name: Amy, Middle Name: Jo), Name on Academic Documents (Last Name: Rassier, First Name: Amy, Middle Name: Jo), Gender (Female), Date of Birth (March 12, 1993), Email (amy.rassier@willistonstate.edu), Primary Phone (701-774-4258), and Secondary Phone (Secondary Phone).

Step 3. Select your Country of Study (Use the drop down arrow to choose the country you studied in)

The screenshot shows a form for selecting the country of study. It features a dropdown menu labeled "COUNTRY OF STUDY" with "Australia" selected. Below the dropdown menu is a button labeled "+ Add another country".

Step 4. Answer the 'How did you hear about us?' and 'To whom will you be submitting your evaluation?' questions. Please be sure to indicate Williston State College for both of these.

How did you hear about us?

Agency/Institution

Employer

Friend/Person

Search Engine

Television Advertisement

Other

Williston State College

To whom will you be submitting your evaluation?

Agency/Institution

Employer

Other

Williston State College

Next >

Step 5. Select 'Next' to proceed

Step 6. Select 'I know what Evaluation I need' to proceed. (If you need help choosing an evaluation you can select the other option).

Evaluation Services

There are six types of credential evaluations. Choosing the wrong one wastes your time and money because the school or institution that you apply to will probably not accept it.

Do you know what evaluation you need or do you need help?

I know what Evaluation I need
or
I need help choosing an Evaluation

Step 7. Choose your Evaluation Service:

- General Analysis: First year students who have only completed high school and no college coursework should choose this option.
- Course Analysis: Choose this option if you have attended a college/university. If you have attended a college/university you must choose this option, you do not have the option to only complete an evaluation for your high school. Failure to order the correct evaluation type can result in needing to reorder and additional charges with Spantran.

Step 8. Choose your Processing Time

- WSC recommends the 15 Business Day option if you have at least 1 month or more until the Admissions Deadline. If you have less than 1 month until the Admissions Deadline, you may want to look at choosing an expedited processing time.

Evaluation Services

All evaluations except for the General Evaluation include Course Analysis with credits for each course and GPA. Hover over the evaluations to see a detailed description of the service.

Select your evaluation service:

- General Analysis Nursing Course Analysis
 Course Analysis Teacher's Course Analysis
 Divisional Course Analysis Engineering Course Analysis

You've chosen a General Analysis

Please choose a processing period:

| Processing Time | General Analysis |
|------------------|--|
| 15 Business Days | <input checked="" type="radio"/> USD \$85.00 |
| 5 Business Days | <input type="radio"/> USD \$135.00 |
| 2 Business Days | <input type="radio"/> USD \$160.00 |

Checklist:

Each section you complete will be checked off as you go, so you never miss a step!

- Application
- General Information
- Evaluation Services
- Academic History
- Additional Services
- Document Upload
- Delivery
- Application Review
- Payment and Submission

Services Selected:

General Analysis (Delivery 15 Business Days) **\$85.00**

Total: **USD \$85.00**

Step 9. Enter WSC's Application Code for a Discount on your purchase: NDSTWSC15

APPLICATION CODE

NDSTWSC15

Code is valid and will be applied on the next screen.
If your referring institution gave you a code to enter please include it here.

Your evaluation price will be: USD \$ 85.00

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Step 10. Select 'Next' to proceed

Step 11. Enter your Academic History

Academic History

Enter your FULL academic history information and list the degrees you want to be evaluated.

SCHOOL OR INSTITUTION: Name of School
COUNTRY OF STUDY: Australia

OF YEARS OF STUDY: 4

GRADUATION YEAR (IF APPLICABLE): 2018

TYPE OF DEGREE...: High School Diploma

+ Add another degree

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- Application
- General Information
- Evaluation Services
- Academic History
- Additional Services
- Document Upload
- Delivery
- Application Review
- Payment and Submission

You can see discount was applied

Services Selected:

| | |
|--|-------------|
| General Analysis (Delivery 15 Business Days) | \$85.00 |
| Application Code (NDSTWSC15) | \$-10.00 |
| Total: | USD \$75.00 |

Step 12. Additional Services-Translation Services

- Select the option that fits your situation
 - If your documents are not in English, you should select 'My documents are in a Foreign Language and I need a quote for translation services.'
 - Spantran will send you a follow up email to the email address you indicated on this application with an additional cost quote for the translation services. Please be sure to check your email. You will need to reply to Spantran confirming this cost and make the payment **before** they will begin the translation or evaluation services.

Additional Services

Translation Services:

Select the translation services your evaluation(s) will require.

- I do not need translation services. All of my documents are in English.
- My documents are originally in a Foreign Language but I will provide a certified translation of them with copies of the original documents.
- My documents are in a Foreign Language and I need a quote for translation services.

Note: If you provide us with a translation, it must be completed by a certified translator. If your foreign institution issues documents both in English and the original language, we will accept the English translation. If the translation was completed within the United States, we will only accept translations completed by an ATA (American Translators Association) certified translator. We can accept certified translations completed outside the United States as long as the translator is certified within that country.

Checklist:

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- Application
- General Information
- Evaluation Services
- Academic History
- Additional Services
- Document Upload
- Delivery
- Application Review
- Payment and Submission

Services Selected:

| | |
|----------------------------|---------|
| General Analysis (Delivery | \$85.00 |
|----------------------------|---------|

Step 13. Verification Services

- Choose between the 2 options for Verification
 - 'I will arrange for my issuing institution(s) to send SpanTran document(s) directly. I understand SpanTran will send me instructions on how to submit official copies of document after my application is complete.'
 - If you are able to request your official documents to be sent by the issuing institution directly to Spantran, you can choose this option. You will be responsible for requesting your documents to be sent to SpanTran. Please note the processing time begins only once SpanTran receives your official documents. You will not be charged any additional fees.
 - 'Please perform Verification Services for an additional cost'
 - If you only have copies of your documents and are unable to get official documents sent from your school directly to Spantran in a timely manner, you will need to pay for Verification Services. This is highly recommended if you are from a country where it is difficult to contact your school, if your school no longer exists, if your school is in a war-torn country, etc. This option saves you time and hassle of getting in touch with your school.

Verification Services:

While SpanTran requires verification of high school diplomas from Haiti, Nigeria, Liberia, The Gambia, Ghana, Sierra Leone and Vietnam, most high school documents DO NOT need to be verified.

Select whether you require your submitted documents to be verified by SpanTran.

Many institutions will not accept a credential evaluation as proof that your credentials are authentic unless your academic documents are VERIFIED. SpanTran offers Verification Service for an additional fee, and its service is highly respected in the industry. This process involves asking the foreign institution that issued your documents to confirm that your documents are authentic. Save yourself time and worry, and let SpanTran do the work for you. Our fees cover our internal costs and the fees that foreign institutions charge us to verify credentials. If the issuing institution requires additional fees or there are additional costs due to multiple degrees, we will notify you after you submit your application.

If you do not wish to use our verification service, you must arrange for the institution(s) that issued your credentials to send your documents directly to us. If you choose this option, we will email you after you submit your application with the instructions on how your issuing institution should submit your documents to us. In some cases an evaluation may not be released until verification/authentication is completed.

Please note, verification is NOT a document retrieval service. If you would like for us to verify on your behalf, please upload copies of your transcripts and your diploma/degree certificate.

- I will arrange for my issuing institution(s) to send SpanTran document(s) directly. I understand SpanTran will send me instructions on how to submit official copies of document after my application is complete.
- Please perform Verification Services for an additional cost.

Verification (Australia)
Delivery Service (Mail
(Residential Delivery)
Application Code
(NDSTWSC15)
.....
Total:

Step 14. Answer 'In which country do you need verification services?'

- You should choose the country that your documents are from

In which country do you need verification services?

COUNTRY...

Australia

+ Add another country

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Step 15. Select 'Next' to proceed

Step 16. Upload your documents from your device using the 'Browse' button.

- Please note if you are unable to upload your documents at the time you are completing the application, you can continue and submit your applications and then send your documents to Spantran via email at a later time. Please email documents directly to apps@spantran.com

If you have a diploma or degree certificate, please provide it here along with your transcript

Document Upload

Please provide us with your academic documents. You can upload your documents from your computer by clicking "attach new document" or bring them to our office. Academic Documents include transcripts / mark sheets with dates and grades, degree diplomas, certificates of graduation, and professional licenses.

DO NOT MAIL ORIGINALS – THEY WILL NOT BE RETURNED.

Be sure the copies are legible and show all 4 corners of the documents. If you cannot upload copies of the documents, please proceed with the application and we will request emailed copies after the application has been processed.

All applicants must provide **ONE** of the following government issued forms of identification:

- State Identification (foreign or US)
- Passport
- Permanent residency
- Naturalization paper
- Driver's license (foreign or US)

If your current name is different than the **ONE** that appears on the your academic documents, you are required to upload one of the following for proof of a name change:

- Marriage license
- Driver's license (if it includes both previous and current names)
- Naturalization certificate
- Passport information page
- Permanent residency card (green card)
- Court-ordered name change

Browse...

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 - Additional Services
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Services Selected:

| | |
|---|--------------|
| General Analysis (Delivery 15 Business Days) | \$85.00 |
| Verification (Australia) | \$85.00 |
| Delivery Service (Mail (Residential Delivery Only)) | \$5.00 |
| Application Code (NDSTWSC15) | \$-10.00 |
| Total: | USD \$165.00 |

Step 17. Select 'Next' to proceed

Step 18. Delivery Method

- Please choose 'Mail Residential Delivery' option and have your evaluation sent directly to:
Williston State College Admissions
1410 University Avenue
Williston, ND 58801

Delivery Method

A copy will be emailed to the email address listed at the beginning of this application. Two copies of the evaluation and translation (if ordered) are included. If more than two copies are needed, contact our office to make arrangements. Extra fees may apply.

We only mail to institutions/universities, businesses and professional boards via courier and provide tracking information. Please include the physical address and contact name. Once the evaluation has been couriered, we will email the tracking information. Requests that regular mail be sent to an institution will be ignored.

Delivery Method

NOTE: US mail can take several additional business days after the evaluation, and is NOT the recommended option if you are applying for rush service.

- Regular postage mailing is only for residential addresses within the United States.
- Additional fees may apply for international courier. If international courier is not available for the address provided, we will be sure to send you an email.

Number of copies:

1

- Pick Up in Houston [USD \$0.00] Pick Up in SpanTran office [USD \$0.00]
 Email [USD \$0.00] Mail (Residential Delivery Only) [USD \$5.00]
 Domestic Courier [USD \$30.00] International Courier [USD \$75.00]

RECIPIENT

Williston State College Admissions

1410 University Ave Williston

ND 58801

United States

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 - General Information
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 - Academic History
 - Additional Services
 - Document Upload
 - Delivery
- Application Review
- Payment and Submission

Services Selected:

| | |
|--|---------------------|
| General Analysis (Delivery 15 Business Days) | \$85.00 |
| Verification (Australia) | \$85.00 |
| Delivery Method (Mail (Residential Delivery Only)) | \$5.00 |
| Application Code (NDSTWSC15) | -\$10.00 |
| Total: | USD \$165.00 |

You must have an official hard copy sent to WSC.

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Step 19. Select 'Next' to proceed

Step 20. Review your information and sign to confirm.

I accept the terms and give my signature:

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Step 21. Select 'Next' to proceed to payment and submission

Step 22. Payment & Submission

- Enter your payment information. Be sure to enter information accurately.



Payment and Submission

How would you like to pay for your evaluation?

- Credit Card (Visa, MasterCard, American Express, or Discover)
- Cash

Card Information

Card number 01 18 CVV

Billing Information

LAST NAME FIRST NAME
 Last Name First Name

ADDRESS
 Address

CITY STATE ZIPCODE
 City State Zipcode

SpanTran, Inc. will take all appropriate measures to protect credit card numbers used to make payments to the company. All online payments are processed via a payment gateway and merchant processor. No credit card information is transmitted to or stored by SpanTran, Inc.

[Submit Application](#)

Checklist:

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- Application
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- Application Review
- Payment and Submission

Services Selected:

| | |
|---|---------------------|
| General Analysis (Delivery 15 Business Days) | \$85.00 |
| Verification (Australia) | \$85.00 |
| Delivery Service (Mail (Residential Delivery Only)) | \$5.00 |
| Application Code (NDSTWSC15) | \$-10.00 |
| Total: | USD \$165.00 |

Step 23. Submit Application!!!

- You should receive a confirmation message that your application was submitted and payment was received. Save your Reference Number as this will be how you can check on your evaluation application!

Step 24. Check your Email for emails from Spantran (VERY IMPORTANT!)

- Be sure to check your email for emails from Spantran regarding confirmation of order, translation quotes, and additional steps to take. If you receive emails regarding additional costs to pay or steps to take you must complete these before your evaluation will be completed.