

## Transcripts and/or Documents from Foreign Universities

If a candidate's transcripts come from a foreign university, please note the following:

- The candidate (not the department) must secure a certified translation of the transcript and/or supporting documents, including but not limited to, diplomas, certificates, and licensures.
- The candidate (not the department) must send the certified translation of the transcript and/or documents as well as a copy of the official transcript and/or documents to a credential evaluation agency for certification of the courses and degree(s).
- The evaluation agencies provide either a course-by-course evaluation (for transcripts) or a document-by-document evaluation (for diplomas, certificates, licensures, etc.)
- The candidate is responsible for securing the certified translation and the course/degree certification.
- Under no circumstances is the candidate to provide either of these translations.
- Other College officials may not provide translations to avoid perceived conflicts of interest.
- The department chair or school director must secure these documents from the candidate in a timely manner in order to ensure completion prior to a contract being issued.
- The following credential evaluation services perform course-by-course evaluations.

### **Global Credential Evaluators, Inc.**

P.O. Box 36  
28 Westhampton Way  
Richmond, VA 23173  
804-639-3660  
<http://www.gcevaluators.com>

### **Global Credential Evaluators, Inc.**

P.O. Box 9203  
College Station, Texas 77842-9203  
512-528-0908 - phone  
512-528-9293 - fax  
<http://www.gceus.com>

### **Lisano International**

P.O. Box 407  
Auburn, Alabama 36831-0407  
334-745-0425 - phone

[LisanoINTL@aol.com](mailto:LisanoINTL@aol.com) - email  
<http://www.Lisano-INTL.com>

**World Education Services, Inc.**

P.O. Box 745  
Old Chelsea Station  
New York, New York 10113-0745  
212-966-6311 - phone  
<http://www.wes.org>

**AACRAO/International Education Services**

One Dupont Circle, NW  
Suite 520  
Washington, DC 20036  
202-296-3359  
[oes@aacrao.org](mailto:oes@aacrao.org)