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 9203
College Station, Texas 77842
800-707-0979 - phone
979-690-6342 - fax
http://gceus.com/

**Lisano International**
P.O. Box 407
Auburn, Alabama 36831-0407
334-745-0425 - phone
LisanoINTL@aol.com - email
http://www.lisano-intl.com/

**World Education Services, Inc.**
http://www.wes.org