

FOREIGN TRANSCRIPT EVALUATION PROCESS

Foreign transcripts, with the exception of those from Canada, must first be evaluated by an official foreign credential evaluation agency. The agency should be a member of the National Association of Credential Evaluation Services (NACES). The list of NACES members can be found at:

<http://www.naces.org/members.htm> . You may choose any of these agencies.

Please request a **course-by-course** evaluation. In most cases, the process will take 2 months, so please consider this when submitting your request to EvCC. Unless you want to do so, there is no need to pay for rush services (2 week) evaluation.

You will need to submit a **sealed official copy** of your transcript to the agency you select, issued by your former school. They will then verify the status of your former school, the validity of the transcript and convert your credits that match the US credit system.

You will also need to submit a **Transfer Credit Evaluation Request** to Enrollment Services at EvCC: <http://www.everettcc.edu/enrollment/index.cfm?id=702>

Ask the agency to send a copy of your completed evaluation to:

Enrollment Services - Credential Evaluation
Everett Community College
2000 Tower Street
Everett WA 98201

We will then complete your evaluation by determining how your former courses equate to specific courses at EvCC. Evaluations at EvCC are completed by date order when the request form is received. Please check with Sharon Stultz about the wait time at the time of your submission. When complete, you will meet with an advisor to complete an educational plan.

We look forward to assisting you with this process.

Sharon Stultz

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(425) 388-9007