

EvCC Foreign Transcript Evaluation Process

If your transcript is from a country other than the United States or Canada, you must have them evaluated by an official foreign credential evaluation agency. The agency must be a member of the **National Association of Credential Evaluation Services (NACES)**.

Required documents:

- ☐ Course-by-course evaluation by a NACES member
- ☐ Official Transcript (sealed)
- ☐ Course Descriptions
- ☐ EvCC Transfer Credit Evaluation Request Form

STEP 1. Choose a NACES agency

You may select any agency from their official list: <https://www.naces.org/>

STEP 2. Request a course-by-course evaluation

You will need to submit a sealed official copy of your transcript to the agency you selected and request a **course-by-course evaluation**. The evaluation process typically takes 2 months.

Ask them to send their evaluation to:

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

STEP 3. Submit required documents to Enrollment Services at EvCC.

- **Official Transcript:** Submit a sealed official transcript to EvCC's Enrollment Services.
NOTE: If the transcript is written in any language other than English, it must be accompanied by a certified literal English Translation in the same format as the originals. To be considered official, the translator must be certified by the American Translators Association (ATA) (atanet.org/) or corresponding body in the originating country.
- **Course Descriptions:** Provide information about the key content, skills and knowledge to be learned. This can be found on your school's website.
- **EvCC Transfer Credit Evaluation Request Form:** Submit the Transfer Credit Evaluation Request Form. This form can be found at everettcc.edu/enrollment/forms-library-students or physical copies are available at Enrollment Services.

Evaluations at EvCC will be officially completed after you have enrolled in classes at EvCC and in the order the request was received.

For more information, please check with the credential evaluator at credeval@everettcc.edu or call 425-388-9219.