

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 NACES (National Association of Credential Evaluation Services). The list of NACES members can be found at: <https://www.naces.org/> You may choose any of those 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.

Ask them to send their evaluation to:

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

You will also need to submit a **sealed official copy** of your transcript as well as a course description, and a **Transfer Credit Evaluation Request** form to Enrollment Services at EvCC: <http://www.everettcc.edu/enrollment/index.cfm?id=702>

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 (<http://atanet.org/>) or corresponding body in the originating country.

Evaluations at EvCC will be officially completed after you have enrolled into classes at EvCC and by date order when the request was received. We will complete your evaluation by determining how your former courses equate to specific courses at EvCC. Please check with Wendy Wong about the wait time at the time of your submission. We look forward to assisting you with this process.

Wendy Wong
wwong@everettcc.edu (425)
388-9015

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