



# International Programs and Services

## Foreign Transcript Evaluation Information

Evaluation services provide an advisory opinion about what an individual's foreign educational background represents in U.S. terms, for purposes such as employment, professional licensure and further education. Ohlone College will make the final determination about the transferability of specific courses.

Students who have completed college or university level courses outside of the United States and are requesting credit at Ohlone College, must submit the following documents to the International Programs and Services office, room 7112, or to an Ohlone College counselor.

**It is the responsibility of the student to provide all of the following required documentation:**

1. **Official transcripts** including English translation.
2. **Detailed Course Description** for those courses you hope to transfer, or college catalog in English.
3. **Official Transcript Evaluation.** Transcript evaluations must be completed by a Credential Evaluation Service. Reports must include course-by-course reports with semester unit equivalencies, letter grades and indication of whether courses are lower or upper division.

### Recommended Credential Evaluation Service:

**World Education Services, Inc.**

64 Beaver Street, #146

New York, NY 10004

<http://www.wes.org/contact.asp>

San Francisco Office Phone: 415-677-9378

Ohlone College will review Official Transcript Evaluations completed by other agencies recognized by the National Association of Credential Evaluation Services (NACES). The NACES is a membership organization for credential evaluation services. Please refer to the NACES web site – <http://www.naces.org> – for a list of member evaluation services. Ohlone College will make the final determination whether transcript evaluations from other credential evaluation services are acceptable.

Your documents will be reviewed by your counselor, Evaluation Specialist and/or campus Divisions / Departments.

## Foreign Transcript Evaluation for Transfer

Students planning to transfer should follow the evaluation instructions above. Please keep in mind that the **evaluation is advisory only**. Your transfer university will do an evaluation when you apply for admission and determine which classes will be accepted. Also, please keep in mind the following information:

- Students with international school records are strongly encouraged to meet with an Ohlone College Counselor
- Foreign transcripts **cannot** be used towards IGETC General Education certification (other than waiving the foreign language requirement).
- Foreign transcripts **cannot** be used towards California State General Education certification.
- Foreign transcripts may be used to satisfy university specific requirements. However, this is done on a case-by-case basis at the discretion of the transfer university. Some universities are not able to evaluate your records prior to receiving an application for admission.