



Evaluation of Foreign Transcripts

For foreign transcripts, the college requires that the student use an evaluation service to provide an official report of your coursework. The report helps to determine whether or not your college coursework may be used to meet requirements for the degree and/or certificate. Coursework may also be reviewed for prerequisite purposes via the Challenge Process.

How do I get my transcripts evaluated?

- Consult with a MiraCosta College counselor to determine if an evaluation of your foreign coursework is necessary.
- Review the organizations on this list. Prices may vary and the student is responsible for all fees.
- Submit your official transcripts along with the appropriate payment to the organization you have selected.
- Request that an official evaluation report be sent to MiraCosta College.
- Schedule a Counseling appointment and request an official evaluation.

How will my coursework be applied to the degree and/or certificate?

- Elective credit
- Math Competency (*Coursework reviewed must be at the level of intermediate algebra or higher.*)
- Writing Competency and/or General Education Plan A, Area A (*Coursework reviewed for this section will be considered only if the language of instruction was English.*)
- General Education Plan A, Areas B-F
- Non-transfer major coursework
 - Liberal Arts Degree with General Education Plan A only
 - Technical Degrees AA/CA - Via the departmental substitution/waiver process
- General Education Plan B or C for graduation from MiraCosta's Bachelor of Science in Biomanufacturing (*MiraCosta does not certify foreign coursework on Plan B or C for transfer.*)

Students may be asked to obtain additional information such as a course description or syllabus in English. Courses may be used to fulfill the above requirements if course descriptions in English are submitted for review along with the evaluated transcript.

The organizations on this list are approved and accepted by the California Commission on Teacher Credentialing and are therefore deemed accepted for evaluation purposes at MiraCosta College. The organizations are private companies that charge a fee for their services which student is responsible for paying fees. Each organization may have different procedures and timelines. It is the student's responsibility to contact the organization, follow their procedures and submit all documentation in a timely manner. Original, official documentation of your college or university coursework will be required by the evaluating organization.

What does the report need to include?

MiraCosta College requires that the evaluation report include the following information:

- Institution (College or University) name
- Dates of attendance at that institution
- The dates of completion and title of any degree, license or certificate that you received
- A list of all courses including the course title, date, grade equivalent, units and the level of the course (lower/upper division)

Evaluation agencies have different naming conventions for the reports they offer. Please be specific in your request.

APPROVED AGENCIES FOR FOREIGN TRANSCRIPT EVALUATION:

Academic Credentials Evaluation Institute
P.O. Box 6908
Beverly Hills, CA 90212
Telephone: (310) 275-3530 or (800) 234-1597
Fax: (310) 275-3528
Web site: www.acei1.com

Academic & Professional International Evaluations, Inc.
P.O. Box 5787
Los Alamitos, CA 90721-5787
Telephone: (562) 594-6498
Web site: www.apie.org

American Education Research Corporation
P.O. Box 996
West Covina, CA 91793-0996
Telephone: (626) 339-4404
Fax: (626) 339-9081
Web site: www.aerc-eval.com

Educational Credential Evaluators, Inc. (ECE)
P.O. Box 514070
Milwaukee, WI 53203-3470
Telephone: (414) 289-3400
Fax: (414) 289-3411
email: eval@ece.org
Web site: www.ece.org

Educational Records Evaluation Service (ERES)
601 University Avenue, Suite 127
Sacramento, CA 95825
Telephone: (866) 411-3737 or (916) 921-0790
Fax: (916) 921-0793
email: edu@eres.com
Web site: www.eres.com

International Education Research Foundation, Inc. (IERF)
P.O. Box 3665
Culver City, CA 90231-3665
Telephone: (310) 258-9541
email: info@ierf.org
Web site: www.ierf.org

World Education Services (WES)
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Telephone: (212) 966-6311
Fax: (212) 739-6239
email: info@wes.org