SUMMARY:

To ensure appropriate faculty qualifications of individuals who have earned degrees from educational institutions located outside of the United States, applicants are required to have their transcripts translated, if necessary, and evaluated by a recognized credential evaluation agency prior to the first day of employment.

POLICY:

I. To ensure appropriate faculty qualifications of individuals who have earned degrees from educational institutions located outside of the United States, applicants are required to have their transcripts translated, if necessary, and evaluated by a recognized credential evaluation agency prior to the first day of employment.

A. The prospective faculty member, at his/her expense, is responsible for securing a certified translation, if necessary, and an evaluation of the transcript and/or supporting documents, including, but not limited to, diplomas, certificates and licensures.

B. The following are recognized credentialing agencies:

1. Foreign Credential Service of America
   1910 Justin Lane
   Austin, TX 78757
   877-553-4285
   http://foreigncredentials.org

2. International Educational Equivalency Evaluation Services, Inc.
   316 N. Milwaukee Street, Suite 214
   Milwaukee, WI 53202
   414-319-5000
   evaluations@edevals.com
   http://www.edvals.com
3. **Lisano International**  
P.O. Box 407  
Auburn, Alabama 36831-0407  
334-745-0425  
LisanoINTL@aol.com  
http://www.Lisano-INTL.com

4. **Transcript Research**  
590 Centerville Road, Box 107  
Lancaster, PA 17601  
214-810-1124  
http://transcriptresearch.com

5. **World Education Services, Inc.**  
P.O. Box 745  
Old Chelsea Station  
New York, New York 10113-0745  
212-966-6311  
http://www.wes.org

6. Any member of **AICE (Association of International Credential Evaluators)**  
or **NACES (National Association of Credential Evaluation Services)**

C. Transcripts that have been reviewed should be sent to the dean’s office, where the position being sought is administered.