



Policy Title:	Evaluation of Transcripts and/or Documents from Foreign Universities
Policy Number:	ACAD-119
Revision Date:	November 2018
Policies Superseded:	117; ADAC-117
Policy Management Area(s):	Faculty Senate

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
<https://edevals.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.