



Foreign Records Evaluation



Student Information Sheet

Getting Your Foreign Degree Evaluated

If you earned a degree outside the U.S., you can have it evaluated by a third-party agency to understand how it compares to U.S. education standards. This process takes time and money, so plan ahead.

What You Need Before You Start

Before choosing an evaluation agency, gather these documents:

- **Official transcripts** from your university (request 2–3 copies for translation purposes)
- **Your original degree or diploma** (a photocopy is usually okay)
- **Professional credentials** (if you have any)

If you don't have these documents, you can request them from your university—but be aware there may be fees.

Keep Your Goal in Mind

Think about why you're getting your degree evaluated. For example:

- Are you applying to college?
- Looking for a job?
- Trying to become a teacher or lawyer?

Your goal will help you decide which type of evaluation to get.

Cost

Evaluation costs range from **\$100 to \$400**, depending on the agency, number of copies, and how the documents are delivered.

Types of Evaluations

1. General Evaluation

- Lists your schools, study periods, certificates, and degrees.
- Shows the U.S. equivalent of your education.

- **Best for:** Employment and immigration.
- **Least expensive** option.

2. Course-by-Course Evaluation

- Includes everything in the General Evaluation.
- Also lists individual courses, grades, and credits.
- **Best for:** Getting college credit or proving you've taken specific courses for a profession like teaching, law, or tech.

Important Notes

- Some careers (like law or teaching) still require **state exams or licenses**, often in **English**.
- **Visalia Adult School cannot request documents for you.** You are responsible for gathering and submitting your own paperwork.

Where to Find Agencies

Visit the **National Association of Credential Evaluation Services** at naces.org. They list approved agencies that many colleges, employers, and professional organizations in the U.S. recognize.

Tip: Double-check that your school or employer accepts the agency you choose.

Do Your Research First

Before choosing an evaluation agency:

- Visit their websites to check what documents they need, how much it costs, and how long it will take. If you have specific questions, you'll need to call the agency directly.

Reminder: These agencies are independent. They are **not connected** to Visalia Adult School or Visalia Unified School District. We cannot recommend any specific agency.

How to Place an Order

1. **Create an account** on the agency's website.

New to our site? Create an account here.

An account allows you to conveniently place orders, check the status of your orders, and much more.

Create Account

2. Pay the required fee.



3. You'll receive a **REFERENCE #** (this is your **case number**).

- Use this number when mailing your documents.
- **Keep it private** — it's just for your order.

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Milwaukee, Wisconsin 53212-3963 USA
<http://www.ecce.org>

Telephone: 414-289-3400
Facsimile: 414-289-3411
E-Mail: Evaluators@ecce.org

Reference Number: [REDACTED]

Delivery list generated for [REDACTED]

Delivery Information	Name:
	[REDACTED] RD.
	Address:
	Address 2:
	Address 3:
	City: SALINAS
	State: CA
	Postal: 93907
	Country: United States

Delivery Order Items
1. Included Evaluation Copy 2. Evaluation Copy

Returnable Items
 Educational Document Diploma Doc Id: [REDACTED]

Mailing Your Documents

- If you're sending documents by mail, we recommend using **Priority Mail** at the post office.
 - It's a small extra cost.
 - You can **track** your package and confirm delivery.



Priority Mail Flat Rate® Envelope

Single or Pack of 10 ⓘ

In Stock

Size: 12-1/2"(L) x 9-1/2"(H)

SKU: EP14FI

Issue Date: 7/10/2022

This **Priority Mail Flat Rate® Envelope - EP14F** envelope features a predetermined flat rate regardless of the weight or destination zone of the package.

For more information, please visit the [Shipping Page](#).

After Mailing Documents

- Once your documents are submitted, you wait for the evaluation to be completed.
- Please note: **Visalia Adult School cannot guarantee any outcomes**, but we hope for positive results!

Image 1. General Evaluation Example

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GENERAL EVALUATION REPORT

Name: Sample APPLICANT	Reference: Z51484
Date of Birth: 1 January 1901	Report Date: 17 January 2019

Purpose: Employment
Evaluation report based on original and/or authenticated educational documents.

U.S. Equivalent Summary
Bachelor degree, major area of study: Civil Engineering

U.S. Equivalence:	Bachelor degree, major area of study: Civil Engineering
Credential:	Bachelor of Technology in Civil Engineering
Institution:	Kakatiya University
Institution Status:	Equivalent of U.S. regional academic accreditation
Country:	India
Date:	2010
Admission Requirement:	U.S. equivalent of a high school diploma

- End of Report -

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Image 2. Course to Course Evaluation

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HIGH SCHOOL AND UNIVERSITY LEVEL COURSE BY COURSE EVALUATION REPORT

Name: Sample APPLICANT
Date of Birth: 1 January 1900
Reference: A04807
Report Date: 21 January 2019

Purpose: Further Education
Evaluation report based on original and/or authenticated educational documents.

U.S. Equivalent Summary

- High school diploma
- 53.00 semester hours of undergraduate credit

1. **U.S. Equivalence:** High school diploma
Grade Average: 3.02
Credential: Certificate of Graduation®
Institution: Hansol High School
Institution Status: Equivalent of U.S. regional academic accreditation
Country: South Korea
Date: 2015
Admission Requirement: U.S. equivalent of grade 9 (the freshman year of high school)

Courses	U.S. Credits	U.S. Grades
Korean Language	0.75	C
Mathematics	0.75	C
English	0.75	B
Social Studies	0.50	C
History of Korea	0.50	A
Science	0.75	A

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Translations (If Your Documents Are Not in English)

Your documents **must be translated** before evaluation. Here's what to know:

- **Translations must be word-for-word** and keep the original layout.
- Some evaluation agencies **offer translation services** (for an extra fee). Others require that translations be done by a **certified translator** from the **American Translators Association (ATA)**.
- Each agency has different requirements—**check first!**

Local Translation Services (within 100 miles of Zip Code 93292)

Certified translation services in California include:

1. [Elite Transingo](#)
2. [U.S. Language Services](#)

You can find more ATA-certified translators at www.atanet.org.

Important note about document translation:

Alternative Translation Options

- Some agencies **do both evaluation and translation** in one package (for an extra fee). Ask the agency about this option.
- In some cases, **offices in your home country** (such as the *Secretaria de Migrante* in Michoacan, Mexico) may offer **free translations**.
- Some people use **private businesses** found online, but **Visalia Adult School cannot vouch for those services**.