

## **Applying International Credentials to a Shoreline Community College Degree** *(Please read and print for your future use.)*

Shoreline Community College students who have completed university-level credits at an institution outside the United States may be able to apply some of those credits towards a Shoreline degree or certificate

A request for an evaluation of international coursework should be made during your first quarter of study at Shoreline, as the process can take a considerable amount of time. Evaluations will generally not be done until you have enrolled at Shoreline and have met with an advisor to determine your academic plans and course of study.

Please be aware that **you should not request an evaluation if you do not plan to complete a Shoreline Community College degree or certificate.** The evaluation done by our staff is for the purpose of application to a Shoreline degree or certificate only, and will not be of any use to you unless you intend to complete a program of study here.

The following are some basic guidelines regarding the transfer of international coursework to Shoreline Community College:

- Credits will not be accepted from a school or institution that is not recognized by the local Ministry of Education (or equivalent). Credits will also not be accepted unless they are considered "university-level" within the original educational system.
- Coursework in English or ESL is not transferable unless it was completed in a country where English is considered the native language (U.K., Ireland, Australia, New Zealand, Canada). The exception is English literature, which is generally transferable.
- Instruction in a particular religious doctrine or political ideology is not transferable in most cases (i.e. "The Teachings of Dr. Sun-Yat Sen" from a Taiwanese institution, "Christian Studies 1" from a Christian college or university). Comparative religion classes generally are transferable.
- Students intending to complete a professional/technical degree or certificate at Shoreline should be aware that very few (if any) transfer credits will apply toward that degree or certificate. [While the credits may be generally transferable and acceptable to the College, they usually will not meet the very specific course requirements of a technical program.]
- Credits will be calculated to conform to the structure of the U.S. quarter system. The definition of a "quarter" or "semester" credit in another country is not necessarily the same as the U.S. definition.
- Only original evaluation documents will be accepted.

### **The process for having your international credentials evaluated is as follows:**

- ❑ First, have your academic records translated into English. If your records have already been translated and notarized by a translation service in your country of origin or in the United States, that translation is acceptable. Otherwise, the attached list of professional translating services should assist you with this process. We cannot accept translations that have been done by you; the translator must be a trained and certified professional. The cost of translation is estimated to be \$40.00 minimum for 200 words or less; more than 200 words will cost an additional \$25 – 35.00 per 100 words.

- ❑ Next, you will need to have a “course-by-course” evaluation done by an international credential evaluation service. This evaluation provides Shoreline with two important pieces of information: first, it tells us whether or not the institution is officially recognized by the Ministry of Education or other accrediting body in your country; and second, it tells us whether each class was considered “college-level”. The evaluation also will indicate the value of the credits earned according to the U.S. quarter system. Again, there is a list attached of international credential evaluation services. Evaluations generally cost between \$125-200.00 per degree being evaluated.

You should expect the process of having your records translated and evaluated to take 8-10 weeks in total. Translation generally takes 1-2 weeks, depending on the document. The course-by-course evaluation may take up to 8 weeks.

- ❑ Once the course-by-course evaluation has been completed, please bring an official copy with the attached “Request For International Transfer Credit” form to Shoreline Community College’s Enrollment Services Office. The courses included in the evaluation will then be applied toward the degree requirements for your particular course of study. Once this process has been completed, a copy will be sent to you. If more information is needed during Shoreline’s evaluation process, you will be contacted. Please allow a minimum of 8 weeks for this final step in transferring your credits to Shoreline Community College.
- ❑ International credits for professional/technical programs will need to be evaluated by the advisor in that program, i.e. Nursing.

### Additional Resources

Translation Services	International Credential Evaluation Services
<p><b>American Cultural Exchange</b>            200 W. Mercer Street, Suite 504            Seattle, WA 98119            Tel: (206) 281-8200F            ax: (206)281-0252            Web site: <a href="http://www.cultural.org">http://www.cultural.org</a></p>	<p><b>Foundation For International Services</b>            505 5<sup>th</sup> Avenue S, Suite 101            Edmonds, WA 98020            Tel: (425) 248-2255            Web site: <a href="http://www.fis-web.com">http://www.fis-web.com</a></p>
<p><b>Foundation For International Services</b>            505 5<sup>th</sup> Avenue S, Suite 101            Edmonds, WA 98020            Tel: (425) 248-2255            Web site: <a href="http://www.fis-web.com">http://www.fis-web.com</a></p>	<p><b>AACRAO – Office of International Education Services</b>            One Dupont Circle NW, Suite 520            Washington DC 20036-1135            Tel: (202) 296-3359            Fax: (202) 872-8857            Email: <a href="mailto:oies@aacrao.org">oies@aacrao.org</a>            Website: <a href="http://www.aacrao.org">www.aacrao.org</a></p>
<p><b>Washington Academy of Languages</b>            98 Yesler Way            Seattle, WA 98104            Tel: (206) 682-4463/fax: (206) 224-7927            Web site: <a href="http://www.wal.org">http://www.wal.org</a></p>	<p><i>(Evaluations will also be accepted from any evaluation service that is a member of NACES (the National Association of Credential Evaluation Services).</i></p>

Please address any questions or evaluation requests to:  
 Cecily Sherritt in Enrollment Services  
[csherrit@shoreline.edu](mailto:csherrit@shoreline.edu)



Request for International Transfer Credit

Student Information

Student Name: Last First Middle Student ID #

Address: Street Address Apt. #

City State Zip Phone

Email Address Today's Date

Which Transfer Degree Do You Intend To Complete At Shoreline? (select one)

- AA-DTA Associate of Arts (two-year transfer degree to most four-year colleges/universities in Washington)
AA-IP Associate of Arts (individualized plan)
AS-Track 1 Associate in Science transfer degree
AS-Track 2 Associate in Science transfer degree

Note: This service is available only to degree seeking, academic transfer students. All other requests should be directed to the specific program or area of study.

I Would Like To Request An Evaluation Of My Transcripts From:

Name of School:

Address: City Country

Dates Attended: From: To:

Did you complete the above course of study? Yes No

What were the minimum # of credits/units required to complete the above course of study?

My professional evaluation (original copy) is attached to this form:

My professional evaluation is being sent from: (name of evaluation service)

Please return this form to: Cecily Sherritt in Enrollment Services csherrit@shoreline.edu