



Instructions for International Transcripts and Documents

All OLLU applicants, including U.S. citizens, permanent residents and international students, seeking admission to OLLU are required to submit official transcripts all schools attended, in the native language used at the school.

Transcripts **not in English** are required to have an **English translation**.

Additionally, for transcripts from outside the United States, a credential evaluation of previous coursework/degree[s] is required. The credential evaluation report will provide a comparative analysis and convert the academic achievements of international candidates to the U.S. educational system.

Freshman applicants need to submit:

General Statement with Grade Point Average (GPA)

If there are any Advanced Placement or Advanced College courses listed on the transcript, the student should submit a course by course evaluation in order to allow a review of possible college transfer credit.

Undergraduate Transfer and Graduate Applicants need to submit:

Course by course evaluation with Grade Point Average (GPA)

Important Instructions:

OLLU approved credential evaluation companies are listed below. Credential evaluation reports from other companies will be reviewed on a case-by-case basis.

Applicants are encouraged to begin this process well in advance of the appropriate application deadline as delays can often occur. All companies have a Rush Service if there is a concern about a specific application deadline.

In order to have a complete educational history, it is recommended that the applicant include secondary school credentials. The applicant must determine from the specific company if there is an additional charge to include secondary school credentials.

OLLU requires English translation transcripts and diploma certificates by a professional and certified English translation company. Some of the credential evaluation companies have their own translation service. Even though some companies have web site instructions that state that the applicants can submit their own English translation of documents, OLLU will not accept translations completed by the applicant, a relative, a professor from a university or employer. The translation must be performed by the institution or by an official certified translation service.

Unless the specific transcript indicates that the degree was awarded, it is required for the applicant to submit a legible 8 ½ by 11 copy of all diploma/degree statements. If the diploma statement is not in English, an English translation is required.

It is the responsibility of the applicant to review all the requirements for requesting a credential evaluation report from the selected credential evaluation company. These are found on the company web sites (listed

below). The applicant needs to fully understand the required procedures to follow and the documents to submit.

OLLU Approved Credential Evaluation Companies

1. Foreign Credentials Service of America [FCSA]
1910 Justin Lane
Austin, TX 78757-2411
512-459-8428
<http://www.fcsa.biz/>

2. Global Credential Evaluation Evaluators/Credential Evaluations
GCE Southwest
P.O. Box 9203
College Station, TX 7784

800-707-0979
<http://www.gceus.com/services.php>
Has Translation Service/See web site

3. SDR Educational Consultants
10134 Hammerly # 192,
Houston, Texas 77080
713-460-3525
<http://sdreducational.org/index.htm#>
Has Translation Service/See web site

4. Span Tran Educational Services
7211 Regency Square Blvd., Suite 205
Houston, Texas 77036-3197
713-266-8805
<http://en.spantran-edu.com/>
Has Translation Service/See web site

5. American Association of Collegiate Registrars and Admissions Officers (AACRAO)
AACRAO International Education Services
202-296-3359
<http://www.aacrao.org/international/foreignEdCred.cfm>

- 6 . Educational Credential Evaluators, Inc (ECE)
Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee WI 53203-3470 USA
414-289-3400
www.ece.org/

7. International Education Research Foundation, Inc. [IERF]
P.O. Box 3665
Culver City, CA 90231
310-258-9451
<http://www.ierf.org/default.asp>

8. Josef Silny & Associates

7101 SW 102 Avenue
Miami, FL 33173
305-273-1616
<http://www.jsilny.com/>
Has Translation Service/See web site

9. World Education Services (WES)

Main Office
212-966-6311
<http://www.wes.org/students/index.asp>

OLLU recommends that applicants consider the ICAP services from WES. The WES ICAP is a package that contains an international student's verified transcripts together with the completed WES credential evaluation report. All WES evaluations are based on authenticated or verified transcripts received directly from the institutions that issue them.

<http://www.wes.org/students/icap.asp>

Helpful Information

The applicant should consider the following when selecting an evaluation company:

- Whether original and official transcripts are required to be sent directly from all institutions to the evaluation company.
- Whether the evaluation company will accept copies of transcripts/diploma statements to be scanned/e-mailed/uploaded to the company web site.
- How long the specific company will maintain the record of the credential evaluation. Each company has a fee and application process for additional copies. If at a later time, the applicant needs another original of the report, and the time limit has passed, the company will require a new application and new fee payment.
- If the applicant is considering applying to several institutions at the same time or plans to transfer to another school at a later time, the applicant must determine which evaluation companies are approved by the alternate or future schools. Most admission offices requiring a credential evaluation report have their own approved list of evaluation companies.
- In most cases, if the applicant completes the application for a credential evaluation report and later realizes that there has been a misunderstanding of the instructions, the credential evaluation company will require a new application and a new fee payment. Therefore, applicants are encouraged to contact the company and have a firm understanding of what is required for their evaluation.