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# MiraCosta College

## Evaluation of Foreign Transcripts



*Admissions and Records*  
[Admissions@miracosta.edu](mailto:Admissions@miracosta.edu)

*Oceanside Campus*  
1 Barnard Drive  
Phone (760) 795-6620  
FAX (760) 795-6626

*San Elijo Campus*  
3333 Manchester Avenue  
Phone (760) 634-7870  
FAX (760) 634-7875



## WHY DO I NEED MY TRANSCRIPTS EVALUATED?

Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of all their transcripts for postsecondary course work. Graduate level evaluations are not required.

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## HOW DO I GET MY TRANSCRIPTS EVALUATED?

The foreign transcripts must be evaluated by one of the organizations listed in this brochure. These organizations have been approved and are accepted by the California Commission on Teacher Credentialing and are therefore deemed acceptable for evaluation purposes at MiraCosta College, both for associate degrees and certificates.

These organizations are private companies that charge a fee for their services. The student is responsible for paying fees. Each organization may have different procedures and timelines for providing the documentation to MiraCosta College. It is the student's responsibility to contact the organization, follow their procedures and submit all documentation in a timely manner as required for prior college credit evaluation, graduation or issuance of certificates. Original, official documentation will be required by the evaluating organization. An official evaluation report from the evaluation service must then be provided by the student to MiraCosta College.

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## WHAT DOES THE EVALUATION REPORT INCLUDE?

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MiraCosta College requires that the evaluation report identify the following:

- ❖ Institution Name
- ❖ Dates of attendance
- ❖ Degree, license and/or certificate title (if applicable) and U.S. equivalent
- ❖ Date of completion (if applicable)
- ❖ List of courses including, for *each* course:
  - Course Title
  - Term/Year Completed
  - Course Level Identification (lower/upper division)
  - Grade Equivalent
  - Units Completed

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*Evaluation agencies have different naming conventions for the reports they offer. Please be specific in your request.*

*Approved agencies for foreign transcript evaluation:*

**Academic Credentials Evaluation Institute**  
P.O. Box 6908  
Beverly Hills, CA 90212  
Telephone: (310) 275-3530, (800) 234-1597  
Fax: (310) 275-3528  
Web site: [www.aceil.com](http://www.aceil.com)

**Academic & Professional International Evaluations, Inc.**  
P.O. Box 5787  
Los Alamitos, CA 90721-5787  
Telephone: (562) 594-6498  
Web site: [www.apie.org](http://www.apie.org)

**American Education Research Corporation**  
P.O. Box 996  
West Covina, CA 91793-0996  
Telephone: (626) 339-4404  
Fax: (626) 339-9081  
Web site: [www.aerc-eval.com](http://www.aerc-eval.com)

**Educational Credential Evaluators, Inc. (ECE)**  
P.O. Box 514070  
Milwaukee, WI 53203-3470  
Telephone: (414) 289-3400  
Fax: (414) 289-3411  
e-mail: [eval@ece.org](mailto:eval@ece.org)  
Web site: [www.ece.org](http://www.ece.org)

**Educational Records Evaluation Service (ERES)**  
601 University Avenue, Suite 127  
Sacramento, CA 95825  
Telephone: (866) 411-3737 or (916) 921-0790  
Fax: (916) 921-0793  
e-mail: [edu@eres.com](mailto:edu@eres.com)  
Web site: [www.eres.com](http://www.eres.com)