Evaluation agencies have different naming conventions for the reports they offer. Please be specific in your request.
WHY DO I NEED MY TRANSCRIPTS EVALUATED?

All college coursework needs to be evaluated for students who are earning a certificate or degree at MiraCosta. For foreign transcripts, the college requires that the student use an evaluation service to provide an official report of your coursework. The report helps us to determine whether or not your college coursework may be used to substitute for your MiraCosta course requirements. Courses may be used to fulfill prerequisite, major, general education or Math competency requirements only if course descriptions in English are submitted for review along with the evaluated transcript. Course descriptions reviewed for the English Competency and/or general education requirements will be considered only if the language of instruction was English. MiraCosta will not determine course transferability to other colleges and universities. Occasionally, students may be asked to obtain additional information (such as a course description or syllabus). In some cases, such as Mathematics or English, coursework may not be used to satisfy graduation requirements.

The organizations on this list are approved and accepted by the California Commission on Teacher Credentialing and are therefore deemed accepted for evaluation purposes at MiraCosta College. The organizations are private companies that charge a fee for their services. Each organization may have different procedures and timelines. It is the student's responsibility to contact the organization, follow their procedures and submit all documentation in a timely manner. Original, official documentation of your college or university coursework will be required by the evaluating organization. The official report must be submitted to MiraCosta College Admissions and Records Office before we can complete an evaluation of your coursework.

HOW DO I GET MY TRANSCRIPTS EVALUATED?

- Consult with a MiraCosta College counselor to determine if an evaluation of your foreign coursework is necessary.
- Review the organizations on this list. Prices will vary and the student is responsible for all fees.
- Submit your official transcripts along with the appropriate payment to the organization you have selected.
- Request that an official evaluation report be sent to MiraCosta College.

WHAT DOES THE REPORT NEED TO INCLUDE?

MiraCosta College requires that the evaluation report include the following information:

- Institution (College or University) name
- Dates of attendance at that institution
- The dates of completion and title of any degree, license or certificate that you received
- A list of all courses including the course title, date, grade equivalent, units and the level of the course (lower/upper division)

Approved agencies for foreign transcript evaluation:

- **Academic Credentials Evaluation Institute**
  P.O. Box 6908
  Beverly Hills, CA 90212
  Telephone: (310) 275-3530 or (800) 234-1597
  Fax: (310) 275-3528
  Web site: [www.acei1.com](http://www.acei1.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
  email: 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
  email: edu@eres.com
  Web site: [www.eres.com](http://www.eres.com)