

**International Education Research  
Foundation, Inc. (IERF)**

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**World Education Services (WES)**

P.O. Box 5087  
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*Evaluation agencies have different naming  
conventions for the reports they offer.  
Please be specific in your request.*



**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

# MiraCosta College

## Evaluation of Foreign Transcripts



## WHY DO I NEED MY TRANSCRIPTS EVALUATED?

All college course work 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. The student is responsible for paying fees. 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](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  
email: [edu@eres.com](mailto:edu@eres.com)  
Web site: [www.eres.com](http://www.eres.com)