



Credential Evaluations Office
1933 Fort Vancouver Way
Vancouver, WA 98663
(360) 992-2805
credeval@clark.edu

RE: Foreign Transcript Evaluation

Dear Student:

Thank you for your interest in attending Clark College. You have indicated you attended an institution outside of the United States and intend to use these credits towards fulfilling requirements of your program at Clark College. ***Before these documents can be considered for credit, please complete the following steps.***

1. Submit a State of Washington Community College Admissions Application.

Note: If you possess a student visa, please contact the International Programs Office at (360) 992-2495 for application procedures.

If you intend to study a Health Occupations program, you will also need to pay the \$40.00 application fee at the time of application. Science coursework completed in a foreign country generally does not transfer for credit into Health Occupation programs at Clark College. All courses will require a course description for review by the appropriate faculty advisor. Equivalency exams are offered free of charge to all applicants who provide documentation of coursework completed in a specific science area and feel they have the required knowledge to be successful on the examination and in the program.

2. Submit an official copy of an evaluation from an evaluation service. This needs to be mailed directly from the evaluation company to the Clark College Admissions Office. We require a full course-by-course evaluation of your records. The fees involved vary for each company, but usually range from \$125.00 to \$150.00. Contact the service directly with any questions regarding fees or required documentation.

Note: If you are seeking a confirmation of high school equivalency, you will only be required to obtain a document-by-document evaluation.

Provided below is the information needed to contact the evaluation service located in the state of Washington.

Foundation for International Services, Inc.

14926 35th Avenue West
Suite 210
Lynnwood, WA 98087

Phone: (425) 248-2255
Fax: (425) 248-2262
Email: info@fis-web.com
Web site: <http://www.fis-web.com>

A list of additional companies that provide these services can be reviewed at the following web site www.naces.org. At the bottom of the NACES home page, please select the "Current Members" link to view.

- 3. Submit official copies of your original academic records to the Admissions Office.** These documents will be the original copies issued from the institution and will most likely be written in your native language. They should arrive in a sealed envelope directly from the institution of study. If you are from a country that issues only one set of official documents, bring them to the Credential Evaluations Office in Gaiser Hall.
- 4. Submit translated course descriptions for any classes you want reviewed for credit at Clark College.** You will need to contact your institution of study for this information.
- 5. Submit a transcript evaluation request form.** This is available in the Credential Evaluations Office in Gaiser Hall. To qualify, you need to have met all of the following conditions:
 - Earned fifteen (15) credits at Clark College
 - Be currently enrolled at Clark College
 - Submitted official copies of all previous educational documents

You will be notified of the results of your evaluation by mail approximately four (4) to six (6) weeks after the date you submit the evaluation request form and all required documents. If you do not meet these criteria, you may visit the General Advising Office in Gaiser Hall for an *unofficial* review of your records. You will need to take your copy of the evaluation report with you.

We look forward to having you as a student on our campus and wish you well in your studies with us.

Sincerely,

Credential Evaluations Office
Clark College