



## International Student Foreign Educational Credential Evaluation Requirement

### **Why do I need to have my educational credentials evaluated?**

If you completed your education outside of the United States, you must have your credentials evaluated in order to have them understood and recognized by educational institutions, employers, licensing and certification boards in the United States. An educational credential evaluation will provide you with the U.S. academic equivalents for your credentials and allow you to pursue further education or seek employment in the United States. For example, the U.S. education system uses grading with letters, while other countries use numbers or percentile. The evaluation will compare and determine the appropriate equivalent.

**Mount Mary University does not provide this service to students.**

### **When should I have my credentials evaluated?**

You should have your credentials evaluated as early as possible so that you can make the most out of the evaluation. If you plan to continue your studies at a U.S. college or university and have not yet decided where to apply, an educational credential evaluation can help you make that decision by showing you how your educational credentials are viewed in the United States. You can use that information to apply to schools that are appropriate for your educational background. Likewise, if you are seeking employment, the evaluation will help you identify positions for which you have the requisite educational background.

### **Student Athletes**

Due to MMU's partnership with NAIA, International student Athletes are required to use INCRED company for their educational credential evaluation. Please follow the [link](#) to initiate the application. Select the report type that includes the GPA (Grade Point Average).

### **What types of evaluations are available?**

An evaluation compares your credentials with their U.S. educational equivalents. The evaluation is advisory and it is designed to help academic institutions, licensing boards and employers in the United States understand foreign credentials. You can select any agency that is accredited by NACES <https://www.naces.org/members>.

### **Any post secondary (university) education credentials:**

The evaluation must be done course-by-course. For credit transferability purposes we might request a more comprehensive evaluation to make course descriptions visible. Any available course syllabus might be helpful if student plans to transfer credits from their previous education. You also can check the Internet for other evaluation services within the United States.

**Generally one of the two types of evaluations is required:**

#### **General Report with Grade Average (\$130 at ECE\*)**

- Identifies the country of study, institutions, dates of attendance, credentials received, and provides U.S. equivalency for each credential earned.
- Grade Point Average for each university level credentials. If there is no university level study, a grade average for high school level study is included.

#### **Course by Course Report (\$195 at ECE)**

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United States of America



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- Includes everything in the General Report plus a list of courses for each university level credential with credits, grades and grade average. If there is no university level study, the list of courses, units, grades and grade average will be for high school level study.

\*Fees may vary by evaluation agency. ECE is one example.

### What if my documents are not in English?

If your documents are not in English, you must submit precise word-for-word English translations together with your foreign-language documents. Translations prepared by the school or university that you attended, your own translation (as long as they are complete, literal, word-by-word) or by authorized translators in your home country are acceptable. If you need to find a translator in the United States, you may wish to contact [University Language Services, Inc.](#), (website) or phone 1-800-419-4601.

Outside the United States, call 1-212-766-3920. This information is provided for your convenience only. All arrangements must be made directly with the translation service of your choice.

Mount Mary University does not provide foreign educational credential evaluations. By using one of the agencies listed below, the evaluation becomes the student's record versus the institution's record.

### Suggested evaluation services in the U.S. are:

#### Educational Credential Evaluators (ECE)

P.O. Box 514070  
Milwaukee, WI 53203-3470  
USA  
Website: [www.ece.org](http://www.ece.org)  
E-mail: [eval@ece.org](mailto:eval@ece.org)  
Phone: 1-414-289-3400

#### One Earth International Credential Evaluations

1360 Regent Street No. 122  
Madison, WI 53715  
USA  
Website: [www.oneearthevaluations.org](http://www.oneearthevaluations.org)  
E-mail: [eval@oneearthevaluations.org](mailto:eval@oneearthevaluations.org)  
Phone: 1-608-205-8189

#### World Education Services (WES)

Website: [www.wes.org](http://www.wes.org)  
E-mail: [info@wes.org](mailto:info@wes.org)  
Phone: 1-312-222-0882

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