

USING FOREIGN TRANSCRIPTS FOR AA/AS DEGREES

FOR TRANSFER STUDENTS: If you only want to transfer to a 4-year institution and do not plan on earning an Associate Degree from PCC, you should not follow the following steps. The 4-year universities/colleges have their own foreign evaluators and will do their own foreign evaluations.

FOR AA/AS GE EVALUATIONS AT PASADENA CITY COLLEGE:

STEP 1: In order for PCC to evaluate and possibly grant credit for coursework completed in another country, you must first complete 12 units at PCC. Next, you need to send your transcripts to one of the three evaluation agencies listed below. The evaluation must be a detailed or comprehensive report which indicates a course-by-course review, semester unit, grade, and lower/upper division breakdown.

EVALUATION AGENCIES ACCEPTED BY PASADENA CITY COLLEGE:

	IERF International Education Research Foundation Credential Evaluation Service	ACEI Academic Credentials Evaluation Institute	AERC American Education Research Corporation
Address:	P.O. Box 3665 Culver City, CA 90231	9854 National Boulevard, Box #186, Los Angeles, CA 90034	P.O. Box 996 West Covina, CA 91793
Phone #:	(310) 258-9451	(310) 275-3530	(626) 339-4404
Fax #:	(310) 342-7086	(310) 275-3528	(626) 339-9081
Website:	Best way to contact and get more information is through their website: www.ierf.org .	www.acei-global.org	www.aerc-eval.com
Email:		acei@acei-global.org	aerc@verizon.net
How long for evaluation?	15-20 working days	15 working days	15 working days
Cost: • Fees are subject to change	\$165 Detailed Report \$20 Additional for Course Level Breakdown (Required) Total Costs: \$185	\$180 Comprehensive (Will Automatically Include Course Level Breakdown) * Bilingual Services will be provided with additional costs.	2 Years of College \$125 Over 2 Years → BA/BS \$150 \$35 Additional Charge for Course Level Breakdown (Required)

STEP 2: After approximately two weeks, the evaluation service will send an official evaluation report to PCC and to you the student. You will then see a counselor or email counselingdesk@pasadena.edu. The counselor will submit a "Request for Transcript Evaluation" form to the PCC Evaluation Office.

STEP 3: After the evaluation is completed, you will receive a completion notification postcard in the mail. You may then see a counselor or email counselingdesk@pasadena.edu to receive the evaluation results.

IMPORTANT:

- Depending on the college or university attended, you can receive up to a maximum of 70 units for coursework completed in another country.
- Associate Degree categories that can usually be fulfilled with coursework from another country are: Area A (Sciences with Lab), B (Social and Behavioral Sciences), C (Humanities), D3 (Mathematics), and G (Physical Activity).
- PCC will **NOT** grant credit for the following areas: English Composition, Oral Communication, American Institutions, Health Education, and area of emphasis (AA majors).
- Foreign credit cannot be applied towards the IGETC or CSU GE.