

USING FOREIGN TRANSCRIPTS FOR AA/AS DEGREES

FOR TRANSFER STUDENTS: If you only want to transfer to a 4-year institution and are not planning to earn an Associate Degree from PCC, you **should not** follow the following steps. The 4-year institutions have their own foreign evaluators and will do their own foreign evaluations.

FOR AA/AS DEGREE 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 15 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 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	P.O. Box 6908 Beverly Hills, CA 90212	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.acei1.com	www.aerc-eval.com
Email:		acei@acei1.com	aerc@verizon.net
How long for evaluation?	15-20 working days	15 working days	15 working days
Cost:	\$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 Addition Charge for Course Level Breakdown (Required)
* Fees are subject to change			

STEP 2: After approximately two weeks, the evaluation service will send an official evaluation report to PCC and to the student. The student will then make an appointment to see a counselor. The counselor will submit a "Request for Transcript Evaluation" form to the PCC Evaluation Office.

STEP 3: After the evaluation is completed, the student will receive a postcard in the mail requesting that the student see the counselor to review the results.

IMPORTANT: Depending on the college or university attended, students 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: English Composition, Oral Communication, American Institutions, and Health Education.