FOREIGN TRANSCRIPT EVALUATION

Introduction:

Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees*, and other relevant documents prior to applying to the Commission for a California credential, permit, or certificate. A detailed, course-by-course, foreign transcript evaluation is required any time foreign course work is used to meet any credential requirement, even if the foreign course work has been accepted by a college or university in the United States. The only exception to this is for those individuals applying for an Emergency 30-Day Substitute Permit, for which a general report is sufficient.

Foreign transcripts must be evaluated by one of the approved organizations listed on this leaflet in order to be accepted by the Commission. These organizations are private enterprises who charge a fee for their services. Individuals seeking a foreign transcript evaluation must follow the procedures outlined by the organization providing the evaluation. **In all instances, original, official documentation will be required when requesting the evaluation.**

*The bachelor’s degree requirement for California certification refers to the equivalent of a four-year (or more) college-level program. Individuals who obtained a credential or teaching certificate in a jurisdiction outside of the United States should also submit a photocopy of that document to the evaluating agency.

AGENCIES APPROVED BY THE COMMISSION FOR FOREIGN TRANSCRIPT EVALUATION

**Academic & Professional International Evaluations, Inc. (APIE)**
P.O. Box 5787
Los Alamitos, CA 90721-5787
Telephone: (562) 594-6498
Email APIE
APIE Website

**Academic Credentials Evaluation Institute (ACEI)**
9461 Charleville Boulevard, Box 188
Beverly Hills, CA 90212
Toll Free: (800) 234-1597 (USA Only) or (310) 275-3530
Fax: (310) 275-3528
Email ACEI
ACEI Website
**Academic & Credential Records, Evaluation & Verification Services (ACREVS)**  
California (Silicon Valley – San Francisco – Bay Area)  
1776 Clear Lake Avenue  
Milpitas, California 95035-7014  
Telephone: (866) 583-4834 Toll Free or (408) 719-0015  
Fax: (510) 252-0876  
Email ACREVS  
ACREVS Website

**American Education Research Corporation (AERC)**  
382 East Rowland Street  
Covina, CA 91723-3154  
Telephone: (626) 339-4404  
Fax: (626) 339-9081  
Email AERC  
AERC Website

**Educational Credential Evaluators, Inc. (ECE)**  
P.O. Box 514070  
Milwaukee, WI 53203-3470  
Telephone: (414) 289-3400  
Fax: (414) 289-3411  
Email ECE  
ECE Website

**Educational Records Evaluation Service (ERES)**  
2480 Hilborn Road, Suite 106  
Fairfield, CA 94534  
Telephone: (866) 411-3737 or (707) 759-2866  
Email ERES  
ERES Website

**Foreign Credential Services of America (FCSA)**  
1910 Justin Lane  
Austin, TX 78757  
Telephone: (512) 459-4565  
Fax: (512) 459-4565  
Email FCSA  
FCSA Website

**Foreign Credential Services of America West, Monterey, CA (FCSA-WEST)**  
798 Lighthouse Ave, Suite 140  
Monterey, CA 93940  
Telephone: (831) 372-1466  
Fax: (831) 372-1441  
FCSA-WEST Website
Institute for International Credentials Evaluations at California State University, Fresno (IICE)
5150 North Maple Avenue, M/S JA56
At California State University, Fresno
Fresno, CA 93740-8026

NOTE: IICE closed June 30, 2014. Individuals in need of reports that were completed before this date can consult the Fresno State web page for directions.

International Education Research Foundation, Inc. Credentials Evaluation Service (IERF)
P.O. Box 3665
Culver City, CA 90231-3665
Telephone: (310) 258-9451
Fax: (310) 342-7086
Email IERF
IERF Website
Request a Detailed Report. On an IERF’s application, Section 2, please check the following:

1. Professional Licensing/Certification.
   Field: Teaching
   State: CA

World Education Services (WES)
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Telephone: (212) 966-6311
Fax: (212) 739-6100
Email WES
WES Website

Additional Information
All of the listed evaluation agencies offer rush services at an additional cost. Contact the agency for more information on fees and other requirements for the evaluation.

If you are seeking a credential to teach in the public schools of California, refer to the leaflets below for specific requirements for teachers prepared outside of the United States.

- Elementary Teaching (Multiple Subject Teaching Credential) (Credential Leaflet-871)
- Secondary Teaching (Single Subject Teaching Credential) (Credential Leaflet-870)
- Special Education Teaching (Education Specialist Instruction Teaching Credential) (Credential Leaflet-872)
- Day-to-Day Substitute Teaching (Emergency 30-Day Substitute Teaching Permit) (Credential Leaflet-505P)
- All Other Teaching – visit the Commission’s website