

Portland Community College - Foreign Transcript Evaluation

It is the responsibility of each student with transcripts (credits) from international schools to have them translated (if necessary) and evaluated for acceptance toward a PCC degree or certificate.

- PCC will consider accepting credit for any of our associate degrees or certificates.
- Most credits accepted will be used as electives.
- If course descriptions are supplied and content is clear, credit may be used to meet other requirements. All decisions made by the Student Records/Graduation department are final.
- Only lower division coursework, or that equivalent to the first two years at a U.S. college will be evaluated.

Follow instruction #1 below unless you are a co-admit student with PCC. Co-admit students use instruction #2.

1. Credential Evaluation Service	2. Co-Admission Program
<p>Follow these steps to have your foreign transfer credits evaluated by PCC:</p> <ul style="list-style-type: none"> • Have your official transcript(s) translated (if necessary) into English (click here for a list of translation services). • Send your transcript(s), course descriptions, and the English translation to a credential evaluation service that is a member of the National Association of Credential Evaluation Services (http://www.naces.org/members.htm) A fee ranging from \$165-\$295 is required. Be sure to request a "course-by-course/detail" evaluation. • Have an official copy sent to: Portland Community College, ATTN: Student Records, PO Box 19000, Portland, OR 97280-0990 • Submit a <i>Request for Transfer Credit Evaluation</i> form to the PCC Student Records office. 	<p>Students who are admitted to one of PCC's Co-Admission Programs (PSU, OSU, or OIT) will have their foreign transcript(s) evaluated by the university.</p> <ul style="list-style-type: none"> • Have your official transcript(s) translated (if necessary) into English (click here for a list of translation services). • Submit a co-admission application (available at any PCC admissions office) and your official translated transcript. • Contact the PCC Student Records office so the department can obtain a copy of your international evaluation from the university. Be sure that your evaluation has been completed by the university prior to contacting the PCC Student Records office. • Submit a Request for Transfer Credit Evaluation form to the PCC Student Records office. • PCC will use the foreign evaluation by the university as a guideline for accepting credits at PCC.

An email notification will be sent to the student when their official transcripts have been received and evaluated. **Students should consult an advisor for assistance in determining how transfer coursework may apply toward PCC degrees and certificates.**

PCC Foreign Transcript Evaluation Guidelines: Each evaluation is thoroughly reviewed using the following criteria to determine which coursework may be accepted. However, be aware that some variation occurs due to differing countries, schools and/or credential evaluation services. Degrees from foreign countries do not waive the General Education or Writing Competency requirements.

- Transcript(s) must be translated into English;
- The evaluation service must be a member of [NACES](#);
- NACES evaluation must be based on official documentation;
- English taught outside the United States may not meet the English language/writing requirement at most U.S. colleges and universities. The recommendation made by the evaluation service will be taken into consideration when determining whether or not English was taught at the U.S. college level or as a second language. English as a Second Language (ESOL) or other credit will be awarded as determined by PCC.
- Coursework of three (3) or more credit hours designated as *Fundamentals of*, *Intro to*, *General* or by subject title alone (e.g. "Psychology") may be used to satisfy PCC General Education distribution requirements for subjects similar to those found on the PCC Gen Ed list (e.g. any foreign language or ESOL, Psychology, Sociology, Philosophy History, Economics, Biology, Chemistry, Anthropology, etc.).
- Only course work of 3 or more quarter credit hours will be considered for General Education and other distribution areas.

Math courses listed as *Mathematics* (not *Algebra*, *Statistics*, or *Calculus*, for example) will receive elective credit only unless a formal course description is provided.