

How To Have Your International Transcripts Evaluated

STEP 1:	Have your international transcript(s) evaluated by a professional organization or agency that is a member of the National Association of Credential Evaluators or is approved by the Virginia Department of Education . The fee for this evaluation and the time required for completion of the evaluation varies with each agency, and is the responsibility of the student. The student must meet all college residency requirements to receive an academic credential.
STEP 2:	Request a course-by-course evaluation. Document-by-document evaluations will not be accepted by PVCC for transfer credit.
STEP 3:	Instruct the evaluation agency to mail an official report directly to: <p style="text-align: center;">Registrar PIEDMONT VIRGINIA COMMUNITY COLLEGE 501 College Drive Charlottesville, VA 22902</p>
STEP 4:	Complete and submit to the Admissions and Advising Center a Transcript Evaluation Request Form . This will alert PVCC staff that a transcript is on the way.

SUGGESTED COURSE EVALUATING AGENCIES

Global Credentials Evaluators
 P.O. Box 36
 28 Westhampton Way
 Richmond, VA 23713
 Telephone: 804-617-2629
 Fax: 512-528-9293
 Email: info@gcevaluators.com
 Web address: www.gceus.com

World Education Services
 P.O. Box 5087
 Bowling Green Station
 New York, NY 10274
 Telephone: 212-966-6311
 Fax: 212-739-6120
 Email: info@wes.org
 Web address: www.wes.org

SpanTran Educational Services
 7211 Regency Square Blvd., Suite 205
 Houston, TX 77036
 Telephone: 713-266-8805
 Fax: 713-789-6022
 Web Address: www.spantan-edu.com

International Education Research Foundation
 Credentials Evaluation Service
 P.O. Box 3665
 Culver City, CA 90231
 Telephone: 310-258-9451
 Fax: 310-342-7086
 Web Address: www.ierf.org