



Offices of International Student Services

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Campus Center Q&A for International Transcripts and Transfer of Credit

Q. What is the rule regarding Park University's acceptance of credit from International transcripts?

A. All students submitting foreign transcripts or credentials must include an official foreign credential evaluation (FCE) report that includes a course-by-course evaluation and a GPA completed by a recognized foreign credential evaluation company prior to receiving any transfer of credit.

* Park University's International student Services Office (ISS) can facilitate the foreign credential evaluation report on behalf of the student by charging the foreign credential evaluation fee of \$160 as shown in the current catalog. The explanation of this fee is in the catalog under "Foreign Transcript Evaluation".

ISS will not provide unofficial evaluations of foreign transcripts *unless* the student is coming to Park University with an F-1 Visa, has applied, paid the \$75 application fee and has received confirmation of the F-1 Visa from the US Embassy or is transferring from a US institution. If it is a Permanent Resident or other Visa holder, the student must apply and pay the \$25 application fee prior to receiving an unofficial evaluation of international credentials.

It takes 4 documents to receive transfer of credit:

- 1) A transcript;**
- 2) An official translation (from foreign language to English if transcript is issued in another language);**
- 3) An official Foreign Credential Evaluation report;**
- 4) Course descriptions may be needed to receive credit for specific courses at Park;**

Q. What is Foreign Credential Evaluation (FCE) Report?

A. A Foreign Credential Evaluation Report (FCE Report) is report completed by a recognized foreign credential evaluation company in United States, which demonstrates how the education compares with U.S. university undergraduate studies, including a course-by-course evaluation and a US GPA (**Please not an FCE report is not a translation. These are two distinctly different documents**). A student must have earned an equivalent US "C" or better for the course to be eligible for transfer to Park. All courses are transferred in as "TR" and do not affect the Park GPA.

Q. At what point does Park University automatically send my international transcript for evaluation and charge me?

A. All Parkville Daytime and Graduate School campus students will be charged prior to enrollment if they have not already submitted their official transcript to a recognized foreign credential evaluation company prior to their first enrollment at Park University . Campus Center students should either facilitate getting the foreign credential evaluation report on their own, or communicate with ISS so that:

- * The fee may be added to the student account;
- * The student may pay the fee;
- * **Once the fee has been paid, the campus center must notify ISS of payment received;**
- * After which, ISS will facilitate the submission of the official transcripts for the FCE report on behalf of the student;
- * The fee *must be paid* prior to Park submitting the transcripts to the foreign credential evaluation company.

Q. What is the fee if Park University does this?

A. The current fee charged by the foreign credential evaluation service is \$160, which is shown in the current catalog.

Q. Who do I contact to have this done?

A. Contact ISS directly – not the Registrar.

Q. What are the organizations to contact for this service?

A. Some acceptable organizations include FCSA, AACROA, ECE, or WES

Q. Are there other organizations that do this?

A. Yes, there are other organizations that do this service. We will accept foreign credential evaluations from any company unless we discover they are not legitimate or otherwise will not work for us. We will communicate this if it happens.

Q. Do both the international transcript and the foreign credential evaluation report from the foreign credential evaluation company have to be official?

A. We require an official transcript from the international college or university and an official evaluation sent directly from the foreign credential evaluation service to Park University. (If the foreign credential evaluation report states that the student submitted official transcripts in order to complete the evaluation, then we require only an unofficial transcript from the college or

university in the student file).

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