



Park University International Student Services

Student Q & A for International Transcript and Transfer of Credit

Q: I have done some college coursework back in my country; can I have those credits transferred to Park University?

A: Yes, you may. To receive official transfer credit at Park University, all students submitting foreign transcripts must have an official Foreign Credential Evaluation Report, completed by a recognized foreign credit evaluation company prior to receiving any credit at Park.

Q: What documents are needed for official transfer of credit at Park?

A: It takes the following documents to receive transfer of credit:

- An official transcript
- An official translation (from foreign language to English if transcript is issued in another language)
- An official Foreign Credential Evaluation Report
- Course descriptions may be needed to receive credit for specific courses at Park.

Students are responsible for supplying the official foreign transcript(s) and often required documents in a timely manner to the ISS office, and will bear sole responsibility for enrolling in “duplicate” classes that otherwise would have been credited to the student as transferable from previous courses taken when the official evaluation is completed.

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 your education compares with U.S. university undergraduate studies, including a course-by-course evaluation and a US GPA. 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: I do not have a Foreign Credential Evaluation Report. What should I do?

A: Park University can facilitate the foreign credential evaluation report on behalf of the student. **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.**

If you attend a campus center, you should

- contact ISS directly at 816-584-6834
- pay the \$160 fee

Q: What is the fee when Park University does this?

A: The current fee charged for a foreign credential evaluation service is \$160, which is shown on page 69 of the 2009-2010 catalog.

Q: How long does the transfer credit process take?

A: In general, the evaluation of international transcripts can take four to six weeks.