

## CUYAMACA COLLEGE

### Official transcripts from foreign schools

Beginning with the fall 2000 semester, official transcripts from foreign schools may be accepted by Cuyamaca College.

Transcripts (educational credentials) issued in foreign countries from non-American system institutions and those in languages other than English require special handling. Each foreign transcript must be translated into English and submitted to one of the companies listed below for an official evaluation.

Cuyamaca College accepts evaluations of foreign transcripts ONLY from the following two (2) Academic Evaluations companies:

1. Academic Credentials Evaluation Institute, Inc. (ACEI)  
P.O. Box 6908  
Beverly Hills, CA 90212 USA  
Web Site <http://www.acei1.com>  
Telephone (310) 275-3530  
FAX (310) 275-3528
2. International Education Research Foundation, Inc. (IERF)  
P.O. Box 3665  
Culver City, CA 90231 USA  
Web Site <http://www.ierf.org>  
E-mail [info@ierf.org](mailto:info@ierf.org)  
Telephone (310) 258-9451  
FAX (310) 342-7086

You will need to contact the evaluation company you select for their particular foreign transcripts evaluation procedures. Once completed, have the evaluation report mailed to the Evaluations Office, Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019.

Cuyamaca College's procedures for the evaluation of foreign transcript:

1. We must receive a detailed evaluation report with subject breakdowns, course descriptions and grades from the *official* foreign transcripts. The official report must be in English and in a sealed envelope.
2. The official report will be reviewed by the Evaluations Office regarding the possible clearing of general education courses for graduation.
3. English and speech courses on any evaluation report will be awarded elective credit only.
4. Courses will only be used to satisfy major requirements with the approval of the department on a Modification of Major form.
5. Courses will not be used for General Education Breadth or IGETC certifications.
6. Official foreign transcripts will not be required by Cuyamaca College since the official transcripts are submitted to the evaluation service.

If you have questions regarding this procedure, please contact Lisa Di Bella at (619) 660-4343 or [lisa.dibella@gcccd.net](mailto:lisa.dibella@gcccd.net).