

Request for International Credential Evaluation

Information for students who have attended colleges/universities outside of the United States.

Thank you for choosing Central Lakes College. Our goal is to provide every student with exceptional academic advising that will make for a unique and rewarding educational experience. In order to do this, we ask you to provide us with additional information about your previous course work.

Because you have attended a college/university outside of the United States, you will need to obtain an International Credential Evaluation by contacting one of the services listed on the back of this page. These organizations will examine your transcript and prepare a report that will help us understand how your international coursework compares to courses in the United States.

This report will also allow us to appropriately grant you credit for your previous studies. Central Lakes College will accept evaluations performed by any of these agencies; however, you may want to contact more than one of them to compare costs and processing time.

The following checklist will help you as you complete this process:

1. Determine which service you would like to use from the list provided.
2. Complete their required application form.
3. On your application, request a **Subject Analysis** (Preferred) or a **Course-By-Course Analysis**.
 - a. If the evaluating agency cannot produce a Subject Analysis, it is expected that the student furnish original course descriptions and/or syllabi for any courses they would like evaluated. If the student cannot obtain either of these, the course will be transferred in as Elective Credits.
4. On your application, request your that evaluation be sent to:

Central Lakes College
Records and Registration
501 West College Drive
Brainerd, MN 56401

5. Submit your application, required documents and payment as instructed.

Please contact me if you have any questions:



Nick Heisserer, Registrar
Central Lakes College
(218)855-8028
nheisserer@clcmn.edu

World Education Services, Inc.

WES Website: www.wes.org

WES Main Office:

P.O. Box 745

Old Chelsea Station

New York, NY 10113-0745

Phone: (212) 966-6311

Fax: (212) 966-6395

Toll Free: 1-800-937-3895, ext. 2

WES Midwest Office:

P.O. Box 11623

Chicago, IL 60611-0623

Phone: (312) 222-0882

Fax: (312) 222-1217

Toll Free: 1-800-937-3899

Educational Credential Evaluators, Inc.

ECE Website: www.ece.org

P.O. Box 92970

Milwaukee, WI 53202-0970

Phone: (414) 289-3400

Fax: (414) 289-3411

(Provides a Subject Analysis which is required by Central Lakes College)

Global Credential Evaluators, Inc.

Website: www.gcevaluators.com

GCE Mid-Atlantic

P.O. Box 36

28 Westhampton Way

Richmond, VA 23173

Phone: (804) 639-3660

GCE Southwest

P.O. Box 9203

College Station, TX 77842

Phone: (409) 690-8912

Fax: (409) 690-6342

Foundation for International Services, Inc.

Website: www.fis-web.com

P.O. Box 19015

North Creek Parkway, Suite 103

Bothell, WA 98011-8029

Phone: (425) 487-2245

Fax: (425) 487-1989