



Request for International Credential Evaluation

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

Thank you for choosing Central Lakes College. Our goal is to provide every student with exceptional academic advising 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. 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.

These organizations will examine your transcript and prepare a report that will provide course title(s), grade(s) and number of credit(s). Course content will not be provided, so in addition to the International Credential Evaluation, course syllabi and/or course descriptions from your college or university will be required to establish any course equivalencies.

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

1. Determine which agency you would like to use from the list provided.
2. Complete the required application.
3. On your application, request a **Subject Analysis** evaluation, if available.
4. On your application, request that your 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.
6. Provide course syllabi and/or course descriptions from your college or university to Central Lakes College if you would like course equivalencies considered.

Please contact the Transfer Coordinator if you have any questions:

Central Lakes College
501 West College Drive
Brainerd MN 56401
218-855-8034 or 800-933-0346
askclc@clcmn.edu

World Education Services, Inc., www.wes.org

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
USA
Phone: 212-966-6311 or 800-937-3895
Fax: 212-739-6100

Educational Credential Evaluators, Inc., www.ece.org

P.O. Box 514070
Milwaukee, WI 53203-3470
USA
Phone: 414-289-3400
Fax: 414-289-3411

Global Credential Evaluators, Inc., www.gcevaluators.com

P.O. Box 9203
College Station, TX 77842
USA
Phone: 800-707-0979
Fax: 979-690-6342

Foundation for International Services, Inc., www.fis-web.com

505 5th Avenue South, Suite 101
Edmonds, WA 98020
USA
Phone: 425-248-2255
Fax: 425-248-2262

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