

How to Have Your International Transcripts Evaluated

STEP 1:	Have your international transcript(s) evaluated by a professional organization or agency that is a member of the National Association of Credential Evaluators or is approved by the Virginia Department of Education. The fee for this evaluation and the time required for completion of the evaluation varies with each agency and is the responsibility of the student. The student must meet all college residency requirements to receive an academic credential.
STEP 2:	Request a course-by-course evaluation. Document-by-document evaluations will not be accepted by PVCC for transfer credit.
STEP 3:	Instruct the evaluation agency to mail an official report directly to: Registrar Piedmont Virginia Community College 501 College Drive Charlottesville, VA 22902
STEP 4:	Complete and submit to the Admissions and Advising Center a Transcript Evaluation Request Form. This form will alert PVCC staff that a transcript is on the way.

Suggested Course Evaluating Agencies

Global Credentials Evaluators
P.O. Box 9203
College Station, TX 77842
Telephone: 800-707-0979
Fax: 512-528-9293
Email: info@gcevaluators.com
Web address: www.gceus.com

SpanTran Educational Services
2400 Augusta Drive, Suite 451
Houston, TX 77057
Telephone: 713-266-8805
Fax: 713-789-6022
Web address: www.spantran-edu.com

World Education Services
P.O. Box 5087
Bowling Green Station
New York, NY 10274
Telephone: 212-966-6311
Fax: 212-739-6120
Email: info@wes.org
Web address: www.wes.org

International Education Research Foundation
Credentials Evaluation Service
P.O. Box 3665
Culver City, CA 90231
Telephone: 310-258-9451
Fax: 310-342-7086
Web address: www.ierf.org

Admissions and Advising Center
 Piedmont Virginia Community College
 501 College Drive
 Charlottesville, VA 22902