

Transcripts and/or Documents from Foreign Universities

If a candidate's transcripts come from a foreign university, please note the following:

- The candidate (not the department) must secure a certified translation of the transcript and/or supporting documents, including but not limited to, diplomas, certificates, and licensures.
- The candidate (not the department) must send the certified translation of the transcript and/or documents as well as a copy of the official transcript and/or documents to a credential evaluation agency for certification of the courses and degree(s).
- The evaluation agencies provide either a course-by-course evaluation (for transcripts) or a document-by-document evaluation (for diplomas, certificates, licensures, etc.).
- There are four transcript certification agencies listed in the "International Students" section on the College of Charleston website:
<http://www.cofc.edu/admissions/faqs.html#ISCourseEval>.
- The candidate is responsible for securing the certified translation and the course/degree certification.
- Under no circumstances is the candidate him/herself to provide either of these translations.
- Other College of Charleston officials also should not provide translations to avoid perceived conflicts of interest.
- The department must secure these documents from the candidate in a **timely manner** in order to ensure completion prior to the contract or letter of hire.

Any questions should be directed to the SACS Liaison (Pamela Isacco Niesslein, Ph.D.) in the Office of Assessment and Planning (953-PLAN).