



# How to Obtain Foreign Credential Evaluations

## Where to send your evaluation:

An official foreign education evaluation credential must be sent by the agency directly to the appropriate department at Suffolk County Community College:

**Suffolk County Community College Central Admissions**  
Kreiling Hall, Room 108, 533 College Road, Selden, NY 11784

**Suffolk County Community College Transfer Credit Department**  
Kreiling Hall, Room 103, 533 College Road, Selden, NY 11784

If you are applying for an F-1 U.S. visa or F-1 status, send your evaluation to:

**Suffolk County Community College International Student Office**  
Kreiling Hall, Room 102, 533 College Road, Selden, NY 11784

Emailed evaluations are NOT deemed official.

## For more information, please contact:

**Central Admissions**  
admissions@sunysuffolk.edu

**Transfer Credit Department**  
transfercredits@sunysuffolk.edu

**International Student Office**  
international@sunysuffolk.edu





### A Foreign Credential Evaluation:

- Provides a U.S. education equivalence
- Confirms recognition of a high school and/or college/university
- Converts education into U.S. grades, credits and Grade Point Average (GPA)
- Verifies academic record(s)

### Credential Evaluation Purposes:

- U.S. college admissions
- Transfer credits from outside the U.S.

### Evaluating Organizations:

Suffolk requires an evaluation from an active member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).



NACES



AICE

### Prior to Requesting an Evaluation:

- Determine what program you will pursue at Suffolk County Community College
- Research and select a NACES or AICE agency
- Determine the type of evaluation report required
- Review documentation required

### Programs Available at Suffolk County Community College:

- Intensive English Program (IEP)
- Associate Degree (non-restricted and restricted)

### Evaluation Report Types:

#### General

A General evaluation provides a U.S. education equivalence. It does not often include courses or grades. It is acceptable if applying for the Intensive English Program or a non-restricted associate degree. Special admission requirements exist for some curricula.

#### Document-by-Document

A Document-by-Document evaluation is also referred to as a General evaluation.

#### Course-by-Course

A Course-by-Course, detailed or comprehensive evaluation provides subject breakdown with converted credits, grades and Grade Point Average. This is required if applying for a restricted associate degree. It is also required for anyone wanting transfer credit consideration as stated below.

If you attended a foreign college or university, consideration of any college credits for transfer requires a Course-by-Course evaluation.

### Required Academic Records:

- Will vary based on agency
- Must be official and complete
- Are country specific
- Require English translation for non-English documents

Services and fees for evaluations and translations vary by agency.



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