



# AZUSA PACIFIC UNIVERSITY

## Graduate and Professional Admissions

### Foreign Transcript Evaluation Information

If you have attended and/or graduated from a college or university outside of the United States and are now applying to one of APU's on-campus programs (as a U.S. citizen or permanent resident) or are applying to one of APU's online programs (regardless of citizenship status), you are required to provide a foreign transcript evaluation report. This report is to verify that your degree and/or credits are equivalent to a degree and/or credits from a regionally accredited college or university in the United States and that your cumulative GPA meets the University minimum standard for the program to which you are applying. The report must include a subject breakdown (listing all courses taken, units earned, and grades earned) as well as a GPA calculation and a posted degree.

### Directions

1. Choose ONE of the evaluation agencies listed to send your transcripts to. Choose the agency that works best for you, which may include factors such as cost and length of processing. Please be sure to read the agency's directions for evaluation thoroughly before submitting your baccalaureate or master's level transcripts to them for evaluation. When submitting your transcripts for evaluation, you will be required to select what kind of evaluation service you need. Depending on the agency you choose, you must choose the detailed, comprehensive version of the report the agency sends out. Names for the detailed, comprehensive report may vary by agency, but typically will go by one of the following names: Course-by Course Report, Detailed Equivalency Report, Comprehensive Report, or Course-by-Course Analysis.
2. Send your official, original foreign transcripts to the agency in order for them to complete the evaluation.
3. The completed evaluation may either be sent directly from the evaluation agency to APU, or it may be mailed to you, but it must remain sealed (unopened) when you deliver it to APU.
4. Make sure all evaluation reports are mailed or delivered to the following exact address:  
Graduate and Professional Admissions  
Azusa Pacific University  
PO Box 7000  
Azusa, CA 91702-7000
5. You must also send APU an additional copy of your college or university transcripts for our records. This copy of transcripts may be official or unofficial, and may be sent through the mail or electronically. Once filed with APU, all transcripts and evaluations are subject to the provisions of applicable federal and state laws and regulations within the United States and cannot be returned to the applicant or forwarded to other educational institutions.

## **Agencies Approved by APU Graduate and Professional Admissions for Foreign Transcription Evaluation**

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All agencies listed are independent of APU. Please confirm information listed with the company directly.

### **Association of International Credential Evaluators, Inc.**

AICE P.O. Box 6756  
Beverly Hills, CA 90212  
Telephone: (310) 550-3305  
Fax: (310) 550-3305  
Email: [info@aice-eval.org](mailto:info@aice-eval.org)  
[www.aice-eval.org/](http://www.aice-eval.org/)

**\*\*Make sure to request the Comprehensive Evaluation Report and specifically request they include the language of instruction on the report.**

### **Academic Credentials Evaluation Institute**

ACEI  
9461 Charleville Blvd., Box #188  
Beverly Hills, CA 90212  
Telephone: (310) 275-3530  
Toll-free: (800) 234-1597  
Fax: (310) 275-3528  
Email: [acei@acei-global.org](mailto:acei@acei-global.org)  
[www.acei@acei-global.org](http://www.acei@acei-global.org)

**\*\*Make sure to request the Comprehensive Evaluation Report and specifically request they include the language of instruction on the report.**

### **Educational Records Evaluation Service**

601 University Avenue, Suite 127  
Sacramento, CA 95825  
(916)921-0790  
Fax: (916) 921-0793  
Email: [EDU@eres.com](mailto:EDU@eres.com)  
[www.eres.com](http://www.eres.com)

**\*\*Make sure to request the Detailed Report and specifically request they include the language of instruction on the report.**

### **Educational Perspectives, nfp**

P.O. Box A3462  
Chicago, IL 60690-3462  
Telephone: 312-421-9300  
Fax: 312-421-9353  
Email: [info@edperspective.org](mailto:info@edperspective.org)  
[www.edperspective.org/](http://www.edperspective.org/)

**\*\*Make sure to request the Course by Course Evaluation and specifically request they include the language of instruction on the report.**

### **Foundation for International Services**

505-5th Avenue South, Suite 101  
Edmonds, WA 98020  
Telephone: 425-248-2255  
Fax: 425-248-2262  
Email: [info@fis-web.com](mailto:info@fis-web.com)  
[www.fis-web.com/](http://www.fis-web.com/)

**\*\*Make sure to specifically request they include the language of instruction on the report.**

### **World Education Services**

Bowling Green Station  
P.O. Box 5087  
New York, NY 10274-5087  
Telephone: (212) 966-6311  
Fax: (212) 739-6100  
Email: [www.wes.org/support](http://www.wes.org/support)  
[www.wes.org](http://www.wes.org)

**\*\*Make sure to request the Course-by-Course Report and specifically request they include the language of instruction on the report.**