



Los Angeles Valley College

5800 Fulton Avenue

Valley Glen, California 91401-4096

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## PROCEDURES FOR OBTAINING CREDIT FOR COLLEGE COURSE WORK TAKEN OUTSIDE OF THE UNITED STATES

### IMPORTANT NOTES:

1. Credit may only be granted after completion of 12 units **within** the Los Angeles Community College District with a “C” (2.0) or higher grade point average. Other conditions are noted in the LAVC Catalog. Please refer to Associate Degree and Occupational Certificate Program sections.
2. LAVC only grants credit toward an LAVC Associate Degree or an LAVC occupational certificate.
3. LAVC can **NOT** grant credit for any other colleges or universities. For example, if you want to earn a Bachelor’s degree from a university, that university will evaluate your credit; LAVC can **NOT** grant credit for another institution.
4. At LAVC you can NOT use foreign credit for California State University (CSU) General Education Certifications, or for the Intersegmental General Education Transfer Core Curriculum (IGETC). If you are a LAVC student and want to use foreign credit toward general education at CSU or University of California, you must follow that university’s “Native Student Plan” for general education. See a counselor for more information.
5. A maximum of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.
6. In order to be considered for UNIT credit, the evaluation, conducted by the independent transcript evaluation service, must include the following:
  - a. Description of the country’s higher education system and the role of the institution in that system.
  - b. Verification that the institution is approved by the country’s approving/accrediting agency (e.g., ministry of education).
  - c. The hours completed and their semester-unit equivalencies.
  - d. Grades- U.S. equivalent (i.e., A-F), pass/no-pass, or percentage, including the percentage required for passing.

**\*\*ONLY** elective credit will be granted if any of the above criteria is not met.

7. In order to be considered for COURSE credit, in addition to the requirements listed above in #6, the evaluation must include the following for each course:
  - a. Course description
  - b. Topics covered
  - c. Hours (lecture and/or lab hours)
  - d. Prerequisites, if applicable

8. If course equivalency is granted the courses shall be used for all degrees and certificates awarded by colleges in the LACCD, **except**:
  - a. No course taken outside the United States, may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication requirement.
  - b. No course taken at institutions of higher learning outside the United States may be used to satisfy Associate Degree's American Institutions requirement.
  - c. Course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements but may be used for elective credit.
  - d. Courses that are part of a program that also meets licensing requirements (i.e., **Nursing, Respiratory Therapy, Child Development**) must be evaluated by LAVC's General Petitions Committee (refer to #7).

#### PROCEDURES:

1. Obtain an official translation of your official transcript.<sup>1</sup>
2. Obtain a preliminary evaluation of your credit from an independent transcript evaluation service approved by the *California Commission on Teacher Credentialing*, listed on page 3. Have evaluation mailed directly to LAVC:  
Graduation Office  
Los Angeles Valley College  
5800 Fulton Avenue  
Valley Glen, CA 91401-4096
3. Once the evaluation is received by LAVC, complete a GENERAL PETITION requesting that LAVC grant credit for the work listed on the evaluation, indicating the type of credit requested (i.e., unit, course equivalent). A blank General Petition is attached to these instructions.
4. Submit the GENERAL PETITION, and your official transcript<sup>2</sup>, to the LAVC Graduation Office.
5. You will receive credit information with a few weeks after petitioning.

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<sup>1</sup> Official translation is not necessary if the original transcript was issued in English. If you need the translation, you may select any established, recognized translating business to do the translation.

<sup>2</sup> Instead of an original transcript and translation, you may submit a photocopy of the transcript and translation. However, the photocopies must contain a note from either the evaluation service you used for from an official from the Los Angeles Valley College Graduation Office indicating that the copies are true, accurate copies of the original, unaltered documents.



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Valley Glen, CA 91401-4096  
818.947.2600 [www.lavc.edu](http://www.lavc.edu)

# APPROVED FOREIGN TRANSCRIPT EVALUATION AGENCIES

### Local Agencies:

#### **International Education Research Foundation Credentials Evaluation Service**

P.O. Box 3665  
Culver City, CA 90231-3665  
Telephone: (310) 258-9451  
E-mail: [info@ierf.org](mailto:info@ierf.org)  
Web site: [www.ierf.org](http://www.ierf.org)

#### **American Education Research Corporation**

P.O. Box 996  
West Covina, CA 91793-0996  
Telephone: (626) 339-4404  
Fax: (626) 339-9081  
E-mail: [info@ierf.org](mailto:info@ierf.org)  
Web site: [www.aerc-eval.com](http://www.aerc-eval.com)

#### **Center for Applied Research, Evaluation, and Education, Inc. International Evaluation Service Formerly Indochinese Evaluation Services**

P.O. Box 20348  
Long Beach, CA 90801  
Telephone: (714) 237-9272 or (714) 237-9276

#### **Academic & Professional International Evaluations, Inc.**

P.O. Box 5787  
Los Alamitos, CA 90721-5787  
Telephone: (562) 594-6498  
Fax: (562) 594-8498  
E-mail: [APIE@email.msn.com](mailto:APIE@email.msn.com)  
Web site: [www.apie.org](http://www.apie.org)

#### **Academic Credentials Evaluation Institute**

P.O. Box 6908  
Beverly Hills, CA 90212  
Telephone: (310) 275-3530 or (800) 234-1597  
Fax: (310) 275-3528  
Web site: [www.acei1.com](http://www.acei1.com)

### Other California Agencies:

#### **Educational Records Evaluation Service**

601 University Avenue, Suite 127  
Sacramento, CA 95825  
Telephone: (916) 921-0790  
Fax: (916) 921-0793  
E-mail: [edu@eres.com](mailto:edu@eres.com)  
Web site: [www.eres.com](http://www.eres.com)

#### **Institute for International Credentials Evaluations at California State University, Fresno**

5150 North Maple Avenue, M/S 56  
Joyal Administration, Room 211  
California State University, Fresno  
Fresno, CA 93740-8026  
Telephone: (559) 278-7622  
Fax: (559) 278-7879  
E-mail: [iiccsufresno@cvip.net](mailto:iiccsufresno@cvip.net)

### Out of State Agencies:

#### **Joseph Silny and Associates, Inc. International Education Consultants**

7101 SW 102 Avenue  
Miami, FL 33173  
Telephone: (305) 273-1616  
Fax: (305) 273-1338  
E-mail: [info@jsilny.com](mailto:info@jsilny.com)  
Web site: [www.jsilny.com](http://www.jsilny.com)

#### **Educational Credentials Evaluators, Inc.**

P.O. Box 514070  
Milwaukee, WI 53203-3470  
Telephone: (414) 289-3400  
Fax: (414) 289-3411  
E-mail: [EVAL@ece.org](mailto: EVAL@ece.org)  
Web site: [www.ece.org](http://www.ece.org)

#### **World Education Services Application for Evaluation of Foreign Educational Credentials**

5087 Bowling Green Station  
New York, NY 10274  
Telephone: (212) 966-6311  
E-mail: [INFO@wes.org](mailto:INFO@wes.org)  
Web site: [www.wes.org](http://www.wes.org)