



AZUSA PACIFIC UNIVERSITY

APU 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

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
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
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
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
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
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
www.wes.org

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