



Foreign Transcript Evaluation **Information for Applicants**

Cabrillo College requires that applicants submit verification of educational qualifications with their application materials based on the position requirements. *Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.*

If your transcripts are in a foreign language:

- You must have your transcripts translated to determine equivalency to U.S. standards. The results of the evaluation must be in English.
 - A course-by-course evaluation is usually the most efficient way for your transcripts to be evaluated by the translating agency and by hiring committees.

If your transcripts are in English, but from a foreign country:

- You must have your transcripts translated to determine equivalency to U.S. standards. The results of the evaluation must be in English.
 - A course-by-course evaluation is usually the most efficient way for your transcripts to be evaluated by the translating agency and by hiring committees.

Cabrillo College is not able to make a recommendation as to which vendor you should use to have your transcripts translated. However, as a resource to you, please refer to the following website when researching your selection:

National Association of Credential Evaluation Services (NACES).

Website: <http://www.naces.org/members.htm>

NACES is an association of private foreign educational credential evaluation services committed to formulating and maintaining ethical standards in the field of foreign educational evaluation. Most of their member services appear to meet the requirements for translating foreign transcripts, and many have favorable standings with the Better Business Bureau.

Thank you for your interest in Cabrillo College.