



## Transfer of Foreign Credits



To receive credit on your Montgomery College record for courses you already took in another country (outside of the United States) you must complete a TWO-PART process:

**PART ONE: Get your transcript evaluated for course-by-course equivalency by a foreign credential evaluation service.** Montgomery College currently accepts evaluations completed by [World Education Services \(WES\)](#), [Josef Silny & Associates \(JSA\)](#), and [Educational Credential Evaluators \(ECE\)](#) (see the contact information of these agencies in the back). You will have to pay a fee to the evaluation company for this service. The service will verify that your documents are genuine and create a list of how the courses could be counted in the United States educational system. If you plan to transfer to another college or university after Montgomery College, you may want to check with that institution to make sure that your evaluation will be accepted there. This step will assure that you do not have to obtain a second expensive evaluation in the future.

**PART TWO: Request the evaluation service to send an official evaluation report to Montgomery College at one of the addresses below.** You will be notified through MC e-mail once your transcript has been received and reviewed. This process takes approximately four (4) to six (6) weeks from the time the College received the official evaluation. Please be sure your Montgomery College record correctly shows your major, i.e. the curriculum in which you plan to graduate. Your declared major can affect the determination of credits to be awarded. In some circumstances you may be asked to provide additional information, such as course descriptions, along with the evaluation service report.

For further information, please e-mail [transcriptevaluation@montgomerycollege.edu](mailto:transcriptevaluation@montgomerycollege.edu) or contact a transcript evaluator below.

**Germantown Campus**

Records & Registration  
*Vacant*

20200 Observation Drive, SA 109  
Germantown, MD 20876  
240-567-2135

**Rockville Campus**

Records & Registration  
*Phuoc Dang*

51 Mannakee Street, SV 105  
Rockville, MD 20850  
240-567-5107

**Takoma Park Campus**

Records & Registration  
*Ivy Devers*

7600 Takoma Avenue, ST 123A  
Takoma Park, MD 20912  
240-567-1631

*PLEASE NOTE: Students who are contacted by Montgomery College and required to provide "High School Graduation/Completing" should request evaluation to show "United States High School Diploma Equivalency". This evaluation needs to be a document-by-document review only.*



Educational Credential Evaluators  
P.O. Box 514070  
Milwaukee, WI 53203-3470

<https://www.ece.org/>

---

Educational Credential Evaluators



Josef Silny & Associates, Inc.  
7101 SW 102 Avenue  
Miami, FL 33173

<https://www.jsilny.org/>

---

Josef Silny & Associates, Inc.



World Education Services  
Attention: Documentation Center  
P.O. Box 5087  
Bowling Green Station  
New York, NY 10274-5087

<https://www.wes.org/>

---