

TRANSFER OF FOREIGN CREDITS FOR INTERNATIONAL STUDENTS
Effective September 4, 2018

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

Request a foreign credential evaluation service. Complete a **full “course by course” evaluation of your transcript(s)**. 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.

Please note AACRAO (American Association of Collegiate Registrars and Admissions Officers) has stopped providing individual transcript evaluation services beginning August 15, 2016. At this time, Montgomery College is accepting only evaluations from WES (World Education Services), Josef Silny & Associates (JSA), Educational Credential Evaluators (ECE), or ACCRAO evaluations completed before August 15, 2016. Please visit each institution website to learn about their service or see the reverse side for their contact information.

PART TWO

Have the evaluation service send the official evaluation (in a sealed envelope from the service) to the Montgomery College campus you plan to attend. Once the college reviews this, you will receive a written notice of the official determination of credits to be awarded. 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 you may contact the evaluation office at your home campus:

Germantown Campus

Admissions and Records
Carlos Smith
20200 Observation Drive
Germantown, MD 20876
240 - 567 - 2135
carlos.smith@montgomerycollege.edu

Rockville Campus

Admissions and Records
Phuoc Dang
51 Mannakee Street
Rockville, MD 20850
240 - 567 - 5107
phuoc.dang@montgomerycollege.edu

Takoma Park Campus

Admissions and Records
Ivy Devers
7600 Takoma Avenue
Takoma Park, MD 20912
240 - 567 - 1631
ivy.devers@montgomerycollege.edu

Montgomery College

International Student Office

World Education Services
P.O. Box 745
Old Chelsea Station
New York, NY 10113 - 0745

(800) 937 - 3895
www.wes.org

Josef Silny & Associates (JSA)
7101 SW 102 Avenue
Miami, FL 33173

(305) 273 - 1616
<http://www.jsilny.com/>

Educational Credential Evaluators (ECE)
PO Box 514070
Milwaukee, WI 53203-3470

(414) 289 - 3400
<https://www.ece.org/>

Please Note: Students who are contacted by Montgomery College and required to provide "High School Graduation / Completing" should present documents to an evaluation agency (see above) to show completion of secondary education to prepare student for University study and request evaluation to show "United States High School Diploma Equivalency". This evaluation only needs to be a document to document review and should be sent directly to the Admissions Office of **your** campus.

Students that have completed "A" Levels and / or International Baccalaureate may be eligible for transfer credit. In this case a course - by - course evaluation is required.
