

Academic Foreign Credential Evaluation
Office of International Students and Scholars, University Center,
Room 405

To be completed by the Student:

Name: _____ DOB: _____

Country of citizenship: _____ Visa Type: _____

Applying to (School/Department) _____

Degree: _____ Term: _____

Name of Institution(s) Attended*	From M/Y	To M/Y	Document received & Date
(Example: Peter Pan Academy	January/03	May/08	High School Diploma, May/08)
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

*** Please list only Secondary Education Institutions & Universities attended.**

Please attach the following documentation to this form:

- 1. A complete and official record of all universities previously attended**, signed by an authorized official of the school, including dates of attendance, subjects studied, and grades. If an original transcript or mark sheet is difficult to replace, a certified copy will be accepted. OISS can certify a copy if original is presented in person.
- 2. Course Descriptions or Course Syllabi** from an official source of the school are required in order to be considered for any specific NKU course credits. All documents must be translated into English. Please also attach the original documents with any translations. OISS will forward the course descriptions to the appropriate NKU faculty, who will assign NKU transfer equivalencies to your specific courses.

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How does OISS evaluate my coursework?

Office of International Students and Scholars will be responsible to evaluate your *general education* credits to determine an equivalency. However, all NKU *specific course credits* will be evaluated by NKU faculty in your chosen field of study. This faculty member will review your course descriptions and make a determination as to the number of NKU course specific credits (if any) you may receive at NKU. Specific NKU course credits are generally credits within the specific major of a student unlike general education credits which are required for all students regardless of their major.

What if OISS staff is unable to evaluate my coursework?

While the Office of International Students and Scholars is delighted to offer this service, we cannot guarantee an evaluation of your credentials. The average processing time is approximately two weeks. Normal processing times vary depending on the complexity of your particular credentials. Please note that the Office of International Students and Scholars may at times be unable to give a proper assessment of your credentials. We reserve the right to request that you employ the assistance of an outside professional credentialing agency when a proper assessment of your credentials is not possible. You would be responsible for any costs or fees associated with using such a service. If this is necessary, OISS will provide a list of NACES approved companies that can provide this service.

Please attach certified copies of your original transcripts and/or diplomas to this application and submit to Office of International Students and Scholars, University Center 405, Northern Kentucky University.

OISS Use ONLY

Date application (and documents) received by OISS: _____

Date submitted to faculty member for review: _____

Employee signature: _____