

INTERNATIONAL TRANSCRIPT APPLICATION AND EVALUATION PROCESS

Please complete the steps below required for Whatcom Community College International Evaluations:

1. **Request Two Official Academic Records/Transcripts** - Official means they are in sealed college envelopes.
 - Request one of the official transcripts be mailed to:
Whatcom Community College
Attn: Credentials Evaluation Dept
237 W Kellogg Road
Bellingham, WA 98226
 - Request one of the official transcripts be mailed to you. You will then include that transcript when you mail the completed application form to AACRAO.
 - If your records are not already in English, you must include a Certified Literal English translation (see Notes and Instructions, #2 on application) with both official academic records/transcripts requested above. Certified translators from the American Translators Association may be found at www.atanet.org.
2. **AACRAO Application Form** (This application can be completed online and printed. It is available at: <http://www.aacrao.org>)
 - Read all instructions carefully before beginning.
 - Fill out and sign the AACRAO application form. AACRAO provides one copy of the evaluation.
*Note: on the bottom of the first page in the space "mail additional copies" write directions to mail to:

Whatcom Community College
Attn: Credentials Evaluation Department
237 W Kellogg Road
Bellingham, WA 98226

Where it asks for number of additional copies requested type: 0

 - Include the sealed envelope transcript you received from your college and English translation, if applicable.
 - Whatcom requires AACRAO's Course-by-Course evaluation.
 - Credit card billing information or money order for US \$190.00. (no personal checks are accepted)
 - Send all materials to:
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
Office of International Education Services
One Dupont Circle, NW, Suite 520
Washington, D.C. 20036-1135
3. **Report Results**
 - AACRAO mails report results to WCC.
 - AACRAO evaluations typically are applied as elective credits at WCC. Introductory courses may possibly be applied as distribution credit. For other types of courses to be applied toward distribution requirements, request English version course descriptions be sent directly to WCC. They must be from the time you completed the courses.
 - WCC will mail results within 5 - 7 weeks of your submittal of all documents to AACRAO.
 - If you have questions contact WCC's International Programs, 360-383-3243.
or WCC's Evaluations Department, 360-383-3030.