



## Transfer of Foreign Credits For International Students

Effective Fall 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: Get your transcript evaluated for course-by-course equivalency by a foreign credential evaluation service.** *Effective Fall 2018, Montgomery College accepts evaluations completed by World Education Services (WES), Josef Silny & Associates (JSA), and Educational Credential Evaluators (ECE).*

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 you may contact one of the transcript evaluators below:

**Germantown Campus**

Enrollment Services

*Carlos Smith*

20200 Observation Drive SA 109

Germantown, MD 20876

240-567-2135

[carlos.smith@montgomerycollege.edu](mailto:carlos.smith@montgomerycollege.edu)

**Rockville Campus**

Enrollment Services

*Phuoc Dang*

51 Mannakee Street SV 105

Rockville, MD 20850

240-567-5107

[phuoc.dang@montgomerycollege.edu](mailto:phuoc.dang@montgomerycollege.edu)

**Takoma Park Campus**

Enrollment Services

*Ivy Devers*

7600 Takoma Avenue ST 123A

Takoma Park, MD 20912

240-567-1631

[ivy.devers@montgomerycollege.edu](mailto:ivy.devers@montgomerycollege.edu)

*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-by-document review and should be sent directly to the Office of Enrollment Services.*