

International Transcript Evaluation Request

A Kirkwood international transcript evaluation is requested to determine how transfer credits from prior education will apply to your academic record at Kirkwood. If you transfer to another institution, that institution will make its own evaluation of transfer credit which may or may not differ.

If you have any questions, please contact Global Learning office at **319-398-5579**.

Instructions:

- Complete the form below and submit to Global Learning.
- Attach only "Official Transcripts" (sealed in original envelopes) from other institutions. ***Kirkwood does NOT evaluate scanned, faxed or previously opened transcripts.***
- You may be asked to submit a course description for classes you have completed.
- Official English translations are required. See next page for referrals.
- Submit completed form and attach original documents in sealed envelopes to: Global Learning, 2008 Iowa Hall, 319-398-5579.
- There is a 4-6 week processing time. You will receive an email notification when complete.

Kirkwood K Number _____

Last Name: _____ First Name: _____ Middle Name: _____

Email: _____

Today's Date: _____ Phone Number: _____

What are you studying at Kirkwood? (i.e. major) _____

List all institutions to be evaluated

Name of Institution	Type of Institution (circle one)	Institution Address
	Secondary College/University	
	Secondary College/University	
	Secondary College/University	

Indicate the school where you plan to transfer for your Bachelor degree: _____

Would you like your original transcript returned to you after evaluation? Yes No

If yes, provide a mailing address: _____

Student: _____ Signature: _____ Date _____

Office Only Date Rec'd Date Scanned

Referrals for Official English Translation Services in Cedar Rapids/Iowa City area:

(required for non-English documents being submitted to Kirkwood)

Innerlingua Translation Services

387-30th St Southeast

Cedar Rapids, IA

(866) 664-4182

www.innerlingua.com/

Omnilingua Inc

306 6th Ave SE

Cedar Rapids, IA

(319) 365-8565

www.omnilingua.com/

Omega Translation Services

PO Box 745

Iowa City, IA 52244-0745

www.omegatranslationservices.com

Translation AZ

Iowa City

Phone: (301) 202-7886

Referrals for Official Foreign Transcript Evaluations for General Purposes:

(Not for Kirkwood only credit)

International Education Research Foundation, Inc.

P.O. Box 3665

Culver City, CA 90231

www.ierf.org

Educational Credential Evaluations, Inc.

P.O. Box 514070

Milwaukee, WI 53203

www.ece.org

World Education Services, Inc.

P.O. Box 5087

Bowling Green Station

New York, NY 10274

www.wes.org

Academic Credentials Evaluation Institute

P.O. Box 6098

Beverly Hills, CA 90212

www.acei1.com

SpanTran Houston Office

2400 Augusta Drive, Suite 451

Houston, TX 77057

T: 713-266-8805

F: 713-789-6022