

Evaluation of International Credits

Faculty candidates who have completed college or university course work at an institution in a country other than the United States must provide an evaluation of foreign transcripts and degrees prior to being offered employment at Capella University. A foreign transcript evaluation is required whenever foreign course work is used to meet an employment requirement, even if the foreign course work has been accepted previously by a college or university in the United States. Foreign transcripts must be evaluated by one of the approved organizations listed on <http://www.naces.org/members.htm> in order to be accepted by Capella University. It is the responsibility of the applicant to initiate such an evaluation request upon registration for Faculty Development, in anticipation that upon successful completion of the FD course, the education can be validated in a timely manner if an invitation to teach is extended.

Please note that these organizations are private enterprises that charge a fee for their services. Candidates requesting a foreign transcript evaluation are responsible for the fees assessed and must follow the procedures outlined by the organization providing the evaluation.

When requesting an evaluation, make sure to request a "general" report (also called a "document-by-document" report). Capella does not require a course-by-course report for hiring purposes. A general report should look like the report on the second page of these instructions, though the format may vary depending on which organization completes the evaluation.

International transcript evaluations must be mailed from the evaluating agency directly to Capella University at the address below; evaluations cannot be forwarded from the candidate.

Capella University
Capella Tower
Attn: Faculty Plus/Doc Management
225 South 6th Street, 9th Floor
Minneapolis, MN 55402

If you have any questions about this process, please contact faculty.hiring@capella.edu.

CREENTIAL EVALUATION AND AUTHENTICATION REPORT

Name: SAMPLE, Sample
Date of Birth: February 26, 1975

Date : December 05, 2008
Ref #: 123456/ah
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U.S. EQUIVALENCY SUMMARY

Bachelor's degree in computer engineering from an accredited institution

CREENTIAL ANALYSIS

- Credential Authentication:** Official transcripts were sent directly by the institution
Country: China
Credential: Bachelor of Engineering
Year: 2001
Awarded by: Beijing University of Technology
Admission requirements: Graduation Certificate (senior high school)
Length of program: Four years
Major/Specialization: Computer Engineering
U.S. Equivalency: Bachelor's degree

INSTRUCTIONS FOR USING THIS REPORT: An explanation of the terms used in this report can be found on the reverse side. This report is valid only when printed on watermarked paper and sealed with an official _____ stamp on each page.