

**AWARD OF CREDIT FROM  
INTERNATIONAL INSTITUTIONS**

**AWARD OF CREDIT MANUAL**

# VALENCIA COLLEGE

## Award of Credit from International Institutions

1. All international transcripts must be evaluated by one of the credentialing agencies approved by the National Association of Credential Evaluation Services, Inc. (NACES). See <http://www.naces.org> for further information.
  - a. Students planning to transfer to UCF should utilize the services of World Education Services or Josef Silny & Associates
2. Official copies of the evaluation must be sent to Valencia College directly from one of these credentialing agencies. Official copies will be accepted, regardless of date indicated on the evaluation, from the student if it is in the original sealed envelope from the evaluating agency.
3. Evaluations must be completed as follows:
  - a. High School: document-by-document evaluation
    - i. *Course by course evaluation needed for foreign language proficiency or pre-requisites*
  - b. College/University: course-by-course evaluation
4. Fees are assessed by the credential evaluation agencies and should be sent by the student to the agency at the time of application.
5. The student may request personal copies of the evaluation from the credentialing agency.
6. Upon receipt of the official evaluation from the credential evaluation agency, the Admissions and Records Office processes the evaluation, provided there is an application for admission on file.
  - a. Evaluations received will be kept for a 6 month period if no application for admission is on file, after this period a new evaluation must be resubmitted to the college.
7. Non-equivalent course work from international institutions may be evaluated by an appropriate academic dean using the Non-Equivalent course work process. Information about the Non-Equivalent course work process can be accessed through the student's Atlas account.
8. If the evaluators do not indicate course content, the student will be given a non-equivalent designation (i.e.: XFER 1000). Students requesting a course equivalency are required to submit supporting documentation through the Non-Equivalent course work process.
9. Courses under 2 credits are given a non-equivalent designation and count in the elective area for the degree. Students have the opportunity to request a course substitution.
10. Credit is awarded as a course substitution or an equivalency based on the evaluation of the student's credentials and the College's course offerings.
  - a. Appropriate waiver flags are placed on certain courses for substitutions if no equivalency exists.