PETITION FOR FOREIGN TRANSFER CREDIT EVALUATION

A student must be admitted and have an active student account at Western Nevada College as degree/certificate seeking to have a transfer credit evaluation completed from a foreign institution. Only courses that are applicable to the specified degree/certificate program may be added to a student's records.

The student must submit the following to Admissions and Records:

1) A Course by Course evaluation from one of the following companies that offers transcript evaluation services:

   World Education Services (WES) [www.wes.org](http://www.wes.org)
   If WES is used, steps 2 and 3 are not required.

   Educational Credential Evaluations, Inc. (ECE) [www.ece.org](http://www.ece.org)

2) An official copy of a transcript from the foreign institution to be mailed directly to Western Nevada College (if WES is not used for the transcript evaluation service. A transcript that is hand carried in a sealed envelope to Admissions and Records that was mailed to the student directly from the applicable institution may be accepted as official provided the envelope has not been opened. Students are also encouraged to provide an English translation if applicable – this may be required on a case by case basis.

3) Course descriptions in English for each class the student wishes to be considered for transfer credit evaluation.
Please note that a course by course evaluation from an approved transcript evaluation company, an official transcript, and course descriptions in English must be received before a transfer credit evaluation from a foreign institution is completed (unless the evaluation is completed by World Education Services).

Name: __________________________________________ Student ID Number: ________________________________

   Last name              First Name

Daytime telephone: (_____)(__________)_________ E-mail: ________________________________________________________________

List all other name(s) used: __________________________________________

Student signature: __________________________________________ Date: ________________________________

List the name of school and country for ALL official transcripts. to be evaluated:

1. _____________________________________________

2. _____________________________________________

Degree or Certificate program for Evaluation:

☐ Associate of General Studies
☐ Associate of Arts
☐ Associate of Applied Science Emphasis (required): ________________________
☐ Associate of Science
☐ Certificate of Achievement Emphasis (required): ________________________
☐ Bachelor of Technology in Construction Management

For questions or assistance contact Julie Lewis deWitt at 775-445-3277.

7/10/14