

Are you an International Student?

Visa Type	Can attend CR with general application (not an International Student):			Apply for F-1 Visa
	Visa Holder	Spouse	Unmarried children	
A. Foreign Government Officials	✓		Full-time only	
B. Visitors	Noncredit only: ace@redwoods.edu			✓
C. in Transit	Not allowed to study			
D. Crewmen	Not allowed to study			
E. Treaty Traders and Treaty Investors	✓	✓	✓	
F. Academic Students at SEVP-Certified School		Part-time only	Part-time only	✓
G. Representatives to International Organizations	✓	✓	Full-time only	
H. Temporary Workers	✓	✓	✓	
I. Foreign Media Representatives	✓			Spouse, children
J. Exchange Visitors	✓	✓	✓	some conditions
K. Fiancé(e)s and Spouses of U.S. citizens	✓	✓	✓	
L. Intracompany Transferees	✓	✓	✓	
M. Vocational Students	No eligible programs at CR	Part-time only	Part-time only	Spouse, children
N. Certain Parents and Children of 101(a)(27)(I)	✓		✓	Spouse
O. Workers with Extraordinary Abilities	✓	✓	✓	
P. Artists, Athletes, and Entertainers	✓	✓	✓	
Q. International Cultural Exchange Visitors	✓	✓	✓	
R. Religious Workers	✓	✓	✓	
NATO North Atlantic Treaty Organization	✓	✓	Full-time only	
S. Witnesses and Informants	✓	✓	✓	
T. Alien Victims of Human Trafficking	✓	spouse & kids or, if under 21, parents & siblings		
TN Professionals under the NAFTA	✓	✓	✓	
U. Alien Victims of Certain Crimes	✓	✓	✓	
V. Certain Second Preference Beneficiaries	✓	✓	✓	
DACA or Undocumented	✓			

If you have a Green Card, Permanent Residency, or one of the visas listed above as allowing academic study, you are not classified as an International Student and can use the general application process: redwoods.edu/admissions/

If you need to apply for an F-1 Visa, use the following application process.

F-1 Visas for International Students:

Thank you for your interest in attending College of the Redwoods. We are proud to offer students a variety of fulfilling Degree programs in addition to a wide range of courses and course offerings.

International Student Application Deadlines:

Fall Semester: June 1st

Spring Semester: November 1st

For upcoming semester start dates, please check out the Admissions and Records Calendars at <https://www.redwoods.edu/admissions/guide/Dates>.

After you submit all forms, documents and payment to CR, it would be wise to begin the application for your nonimmigrant visa (DS 160) as this can take a while to process. The non-immigrant visa application and detailed information can be found at <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>.



Application Checklist

International Program

Your application packet will take 1-2 weeks to fully process. **When submitting your nonrefundable application fee, please remember to pay by money order or check drawn on a US bank – Do Not Send Cash.** After your application has processed, you will receive your Welcome Letter and I-20 to your personal Email address and via FedEx.

After you submit your application packet, please review and begin your “Next Steps” toward becoming an international student at CR. This document will assist you through the process of applying for your nonimmigrant visa through the Department of the State and your appointment with the US Embassy.

-
- Complete the Online Application for Admission
 - Complete the Financial Assurance Form
 - Attach Proof of Funds in USD for the full academic year
 - Attach English Proficiency scores
 - Attach high school diploma
 - If applicable, attach Official U.S. College transcripts and/or college transcripts from outside the U.S. that have been evaluated.
 - Attach a copy of your Passport
 - Attach/submit payment of \$50 USD for nonrefundable application fee
 - STUDENTS WHO ARE MARRIED OR HAVE CHILDREN:** If you plan to bring your family with you, you will also need to submit copies of their documents (i.e. passport, marriage certificate and/or birth certificate).
 - Mail or Email Application Packet to address provided below
 - Begin your “Next Steps” toward becoming an international student
-

SEND TO:

Christina-Morse@Redwoods.edu

*In the subject line, please include
“International Student Application”



Transferring to CR

International Program

If you are currently attending another college within the United States under an F-1 Visa and are interested in transferring to College of the Redwoods, you will first need to complete the **New Student Packet**.

After you have been accepted to CR, you will need to provide a copy of your Acceptance Letter and this **Transferring to CR Form** to the Designated School Official (DSO) at your current institution. The DSO will complete this form and submit it directly to the DSO at College of the Redwoods.

Finally, send your **official transcripts** from your current institution to the Admissions and Records Office at College of the Redwoods. Note, if you are enrolled for a current semester that has not yet finished, please wait to send your official transcripts until all grades are posted.

STUDENT SECTION

Student ID # at Current School _____ Semester/Year to Begin Attendance at CR _____

Surname (Last Name) _____ Given Name (First Name) _____

I hereby authorize the DSO at my current institution to release the information requested below. I also understand that my admission to College of the Redwoods is not final until my SEVIS record transfers to CR. I understand that the information provided on this form may be used in part to determine my eligibility for admissions to CR.

Student's Signature _____ Date _____

DESIGNATED SCHOOL OFFICIAL (DSO) SECTION

Please complete this form and Email to Christina-Morse@Redwoods.edu
Transfer student's SEVIS record to College of the Redwoods (SFR214F00384000)

1. Student's SEVID ID #: _____
2. SEVIS Release Date: _____
(See Acceptance Letter for Guidance)
3. Is the student currently maintaining lawful F-1 status*? Yes No
**If No, DO NOT transfer record. Student is not eligible for transfer.*
4. Is the student in good status and maintaining full-time enrollment status? Yes No
5. Have there been any problems with this student (i.e. attendance, academic progress, outstanding financial obligations, etc.)? Yes No
6. Did the student transfer from another U.S. College or University? Yes No

IF YOU ANSWERED "NO" TO ANY OF THE ABOVE, PLEASE EXPLAIN: _____

School Name _____ School Code _____
DSO Name _____ DSO Title _____
DSO Email _____ DSO Phone _____

By signing below, I attest that all information provided on this form is accurate and true to the best of my knowledge.

DSO Signature _____ Date _____



Application Fee

International Program

The International Program at College of the Redwoods currently charges \$50.00 USD for the non-refundable application fee. After your application has been approved and you have been accepted as an International Student, your nonrefundable application fee will be charged to your account and the payment will be processed. Please be aware that this can take approximately 2-3 weeks before the payment will be withdrawn from your account or credit card.

College of the Redwoods accepts money orders, checks drawn on a U.S. bank or credit card as methods of payment. DO NOT SEND CASH.

Payment with Money Order or Check

If you are submitting your application packet via Email and the nonrefundable application payment via mail, please note that your application will not be processed until payment is received.

Please make money order or check payable to College of the Redwoods. In the memo line, write "Nonrefundable International Application Fee."

Mail the money order or check to:

College of the Redwoods
Admissions – International Students
7351 Tompkins Hill Rd.
Eureka, CA 95501 U.S.A

Payment with Credit Card

Complete the following to provide authorization to College of the Redwoods to charge your credit card for the one-time payment of the nonrefundable application fee.

Student's Full Name _____ **CR ID#** _____ (To be completed by DSO)

CARDHOLDER INFORMATION

Full Name _____
(As it appears on card)

Billing Address _____
Street and Apt # _____ City _____

State _____ Country _____ Zip Code _____

Mailing Address _____
(If different from Billing) Street and Apt # _____ City _____

State _____ Country _____ Zip Code _____

Telephone # _____ **Email Address** _____

CREDIT CARD INFORMATION

Credit Card Type MasterCard Visa American Express Discover Card

Credit Card # _____

Expiration Date _____ **Security Code** _____
(As it appears on card)

Cardholder Signature _____ **Date** _____



Admissions – International Students

7351 Tompkins Hill Rd., Eureka, CA 95501 Phone: 707.476.4200

www.redwoods.edu/admissions/guide/Admissions-Home/International-Students

INTERNATIONAL STUDENT SUPPLEMENTAL APPLICATION

DEGREES AND CERTIFICATES*

Please check ONLY ONE from the list below

Only the following AA or AS Degree programs are eligible for F-I Visa status.

You can change your program when you arrive to the U.S. after receiving approval from the DSO and consulting a counselor.

		*KEY	AA: Associate of Art	AAT: AA for Transfer	AS: Associate of Science	AST: AS for Transfer					
<input type="checkbox"/>	AJ	Administration of Justice	AST	<input type="checkbox"/>	ECE	Early Childhood Education	AST	<input type="checkbox"/>	SCIEX	Liberal Arts, Science	AA
<input type="checkbox"/>	AJ	Police Science	AS	<input type="checkbox"/>	ECE	Early Childhood Education	AS	<input type="checkbox"/>	SOC	Exploration Sociology	AAT
<input type="checkbox"/>	AG	Agriculture Plant Science	AS	<input type="checkbox"/>	ENGL	English	AAT	<input type="checkbox"/>	SOC	Social Justice Studies	AS
<input type="checkbox"/>	AG	Liberal Arts, Agriculture	AA	<input type="checkbox"/>	FNR	Forestry Technology	AS	<input type="checkbox"/>	SWHS	Social Work & Human Services	AS
				<input type="checkbox"/>	GEOL	Geology	AST	<input type="checkbox"/>	WT	Welding Technology	AS
<input type="checkbox"/>	ANTH	Anthropology	AAT	<input type="checkbox"/>	HIST	History	AAT				
<input type="checkbox"/>	ART	Studio Arts	AAT	<input type="checkbox"/>	HUM	Liberal Arts, Humanities, Language & Communication					
<input type="checkbox"/>	AUTO	Automotive Technology	AS	<input type="checkbox"/>	KIN	Kinesiology	AAT				
<input type="checkbox"/>	BEHAV	Liberal Arts, Behavioral & Social Science	AA	<input type="checkbox"/>	MATH	Liberal Arts, Mathematics	AA				
<input type="checkbox"/>	BIO	Biology	AAT	<input type="checkbox"/>	MATH	Mathematics	AST				
<input type="checkbox"/>	BUS	Business Administration	AST	<input type="checkbox"/>	MT	Manufacturing Technology	AS				
<input type="checkbox"/>	BUS	Business, General	AS	<input type="checkbox"/>	MT	CADD/CAM Design & Manufacturing	AS				
<input type="checkbox"/>	CIS	CIS, Networking	AS	<input type="checkbox"/>	PHIL	Philosophy	AAT				
<input type="checkbox"/>	COMM	Communication Studies	AAT	<input type="checkbox"/>	PHYS	Physics	AST				
<input type="checkbox"/>	CT	Construction Technology	AS	<input type="checkbox"/>	POLSC	Political Science	AAT				
<input type="checkbox"/>	DA	Dental Assisting	AS	<input type="checkbox"/>	PSYCH	Psychology	AAT				
<input type="checkbox"/>	DT	Drafting & 3D Modeling	AS	<input type="checkbox"/>	SCI	Liberal Arts, Science	AA				

INTERNATIONAL STUDENT DECLARATION

We want to help make sure that your time at College of the Redwoods (CR) is successful. It is your responsibility to know and follow the legal requirements that keep you "in status". Your "status" is the immigration category in which you entered the U.S. Most international students are in F-1 status. If you fail to stay in status, you will jeopardize your ability to complete your academic goals in the U.S. and risk having to leave the U.S.

I will maintain F-1 Visa status by adhering to the following:

Register for and complete a full course load at CR during the Fall and Spring Semester. Full-time is at least 12 units per semester and must include no more than 3 credits of online coursework.

Ensuring progress toward program completion by meeting with the International Student Counselor prior to the start of each Fall and Spring Semester

Maintain at least a 2.0 for each term you are registered at College of the Redwoods and have no violations of the student code of conduct

Paying each semester's balance due at time of registration

Apply for graduation, extension of program, or release to transfer at least 4-5 months before your I-20 expires.

Limit employment to 20 hours per week while school is in session or 40 hours during school breaks or holidays. Not work off-campus unless you have specific authorization from the DSO and SEVIS.

Before traveling outside the U.S., have your I-20 signed by the DSO and check to see if the date of your F-1 visa is valid for re-entry.

Keep your passport valid for 6 months into the future.

Inform the DSO within 10 days if you change your U.S. residence address, your legal name, or your academic major.

Report early departure date and reason if you leave College of the Redwoods before the completion date on your I-20.

Leave the U.S. within 60 days of completing your studies unless you change to another visa, apply for post-completion Optional Practical Training, or enroll in another degree program

If you fall out of status for some reason (for example not completing at least 12 units in one semester), you must meet with the DSO immediately. Simply registering full-time the next semester or stopping your unauthorized work does not put you back in status. There are steps you can take to recover your status but the sooner you begin, the better your chances for approval. Recovering your status after having fallen out of status is not guaranteed.

If I fail to maintain F-1 Visa status, as per the requirements listed above: I will be dismissed by College of the Redwoods and my F-1 Visa status will be terminated.

I declare under penalty of perjury that the statements submitted by me are true and correct. All materials submitted by me for purposes of admission become the property of College of the Redwoods. I understand that falsification or withholding pertinent data may result in dismissal and my F-1 Visa status will be terminated.

By completing and submitting this application to College of the Redwoods: I am acknowledging that I am responsible for the payment of all fees and other associated costs assessed as a result of my registration and receipt of services. I am also acknowledging that I am responsible for following the Student Code of Conduct available at <https://www.redwoods.edu/Consumer-Info>.

Student's Signature _____ **Date** _____



English Proficiency

International Program

International students must meet English Proficiency standards as indicated in the table below.

Exam or Exemption	Minimum Requirement																																																	
TOEFL https://www.ets.org/toefl/	60 iBT																																																	
IELTS https://www.ielts.org/en-us	Overall Band 5.0																																																	
iTep https://www.itepexam.com/	3																																																	
EIKEN https://www.eiken.or.jp/eiken/en/eiken-tests/	Grade 2																																																	
MET https://michiganassessment.org/test-takers/tests/melab/	51																																																	
PTE Academic https://pearsonpte.com/	45																																																	
U.S. High School	Completed 2 years of English courses (non-ESL) with a grade of C or higher																																																	
English University in English-speaking country	Completed 24 credits with a C or higher																																																	
<p>Citizenship of the following countries:</p> <table border="0"> <tr> <td>Antigua & Barbuda</td> <td>Papua New Guinea</td> </tr> <tr> <td>Australia</td> <td>Saint Vincent and the Grenadines</td> </tr> <tr> <td>(The) Bahamas</td> <td>Sierra Leone</td> </tr> <tr> <td>Barbados</td> <td>Singapore</td> </tr> <tr> <td>Belize</td> <td>South Africa</td> </tr> <tr> <td>Bermuda</td> <td>United Kingdom (England, Scotland, North Ireland, Wales)</td> </tr> <tr> <td>Botswana</td> <td>Zambia</td> </tr> <tr> <td>British Virgin Islands (St. Kitts, Nevis, Anguilla)</td> <td></td> </tr> <tr> <td>Canada (except Quebec)</td> <td></td> </tr> <tr> <td>Cayman Islands</td> <td></td> </tr> <tr> <td>Dominica</td> <td></td> </tr> <tr> <td>Grenada</td> <td></td> </tr> <tr> <td>Guyana</td> <td></td> </tr> <tr> <td>Ireland</td> <td></td> </tr> <tr> <td>Jamaica</td> <td></td> </tr> <tr> <td>Jersey</td> <td></td> </tr> <tr> <td>Kenya</td> <td></td> </tr> <tr> <td>(Federated States of) Micronesia</td> <td></td> </tr> <tr> <td>(Republic of) Marshall Islands</td> <td></td> </tr> <tr> <td>Montserrat</td> <td></td> </tr> <tr> <td>New Zealand</td> <td></td> </tr> <tr> <td>(Republic of) Palau</td> <td></td> </tr> </table> <p>Residents of the following areas are not international students and may apply using the general application:</p> <table border="0"> <tr> <td>U.S. Virgin Islands</td> </tr> <tr> <td>Puerto Rico</td> </tr> <tr> <td>Northern Mariana Islands</td> </tr> <tr> <td>Guam</td> </tr> <tr> <td>American Samoa</td> </tr> </table>		Antigua & Barbuda	Papua New Guinea	Australia	Saint Vincent and the Grenadines	(The) Bahamas	Sierra Leone	Barbados	Singapore	Belize	South Africa	Bermuda	United Kingdom (England, Scotland, North Ireland, Wales)	Botswana	Zambia	British Virgin Islands (St. Kitts, Nevis, Anguilla)		Canada (except Quebec)		Cayman Islands		Dominica		Grenada		Guyana		Ireland		Jamaica		Jersey		Kenya		(Federated States of) Micronesia		(Republic of) Marshall Islands		Montserrat		New Zealand		(Republic of) Palau		U.S. Virgin Islands	Puerto Rico	Northern Mariana Islands	Guam	American Samoa
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ESTIMATED COST FOR ONE ACADEMIC YEAR

The United States Citizenship and Immigration Services (USCIS) requires non-immigrant international students to verify that they will have funding available to pay for their estimated cost of attendance at the College for at least the **first academic year**. For an **estimate of costs**, please see the table below. **A reduction of expenses will not be granted under any circumstance.**

\$50.00	Nonrefundable International Student Application Fee
\$11,456.00	One Academic Year (Fall & Spring) Tuition & Fees (Based on 15 credits each term to complete AA/AS in two years)
\$22,866.00	Estimated Living Expenses (Off-Campus Living Expenses will vary) Food, Housing, Transportation, Personal
\$1,152.00	Estimated Additional School Expenses Books, Supplies some programs may require additional fees
\$35,524.00	One Academic Year (Fall & Spring) Estimated Cost

STUDENT STATEMENT OF FINANCIAL ASSURANCE

I, _____, guarantee that a sum of at least \$35,624 USD is available to attend College of the Redwoods for the extent of my stay during each academic year. Generally two academic years are required to complete an associates degree. Some programs may require additional fees or credits not included here. Summer courses are optional and would incur additional expense not listed here.

This is an estimate, not a guarantee, and is based on the cost of attendance of College of the Redwoods with a basic student lifestyle. It does not include expenses for travel, vacations or items such as an automobile or computer. A higher standard of living, inflation and emergencies may require a student to have additional funding greater than the total estimated cost to attend College of the Redwoods.

No financial aid or financial assistance is available to International Students at College of the Redwoods.

Student's Signature _____ Date _____

This financial assurance form must be accompanied by proof of funds (ex. bank statement).

INTERNATIONAL STUDENT TUITION AND FEES

Tuition

International Student Tuition: \$379 per unit/credit

Term Fees

Health Fee: \$23 per semester - Fall/Spring (\$20 Summer)
 ASCR Fees All Campuses: \$12 per semester - Fall/Spring/Summer
 Technology Fee All Campuses: \$10 per semester - Fall/Spring/Summer

Some programs may require additional fees or credits not included here. Certain courses have an associated Instructional Materials Fee because some of the required materials are provided to the student. The fee varies depending on the course.

By signing below, I am acknowledging that I am responsible for the payment of all fees and all other associated costs for the duration of my attendance at College of the Redwoods. If any of this information changes prior to my enrollment at the College, I will immediately notify the Designated School Official (DSO) for CR's International Student Program. Furthermore, I understand that making false or fraudulent statements within this document may result in disciplinary action and/or dismissal.

Student's Signature _____ Date _____



UNITED STATES GOVERNMENT REGULATIONS ON FINANCIAL ABILITY

The United States Citizenship and Immigration Services (USCIS) requires non-immigrant international students to verify that they will have funding available to pay for their estimated cost of attendance at the College for at least the **first academic year**. For an **estimate of costs**, please see the table below. **A reduction of expenses will not be granted under any circumstance.**

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\$1,152.00	Estimated Additional School Expenses Books, Supplies some programs may require additional fees
\$35, 524	One Academic Year (Fall & Spring) Estimated Cost

SPONSOR STATEMENT (attach sponsor's bank statement)

Required if funding will be provided by anyone other than the student. If there are multiple sponsors, each sponsor must submit a statement.

I, _____, guarantee that the sum amount of \$_____ USD is available to

Full Name of Sponsor

_____ for each academic year for the extent of their stay at College of the Redwoods.

Full Name of Student

Sponsor's relationship to student _____ Sponsor has known student for _____ years.

Sponsor's Address _____

Street and Apt #

City

State

Country

Zip Code

Sponsor's Email Address _____

By signing below, I am acknowledging that I am responsible for the payment of all fees and all other associated costs for the above referenced student throughout the duration of the student's attendance at College of the Redwoods if the student is unable to pay.

Sponsor's Signature _____ Date _____

This financial assurance form must be accompanied by proof of funds (ex. bank statement).



Admissions & Records Release of Information

Full Name _____

CR ID# _____

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C 1232g; 34CFR Part 99, EC 76243 & EC 76244) prohibits College of the Redwoods from disclosing a student's information to third parties (i.e. parent, guardian, spouse, sponsor, etc.) without the expressed written consent of the student.

The **Admissions & Records Release of Information** provides consent from the student to the Admissions and Records Office and to the Counseling and Advising Office to release information pertaining to the student's academic record to authorized individuals. This information may include dates of attendance and registration, courses added, dropped and/or withdrawn from, Grade Point Average (GPA), academic standing, billing such as payments received and debts owed, enrollment status, documents/forms received and their status or determination, declared program, progress toward program completion, application dates, registration eligibility and other academic institutions attended.

Please note that the list provided above is not exhaustive of the information pertaining to a student's academic record. Moreover, the Admissions & Records Release of Information is not valid for other offices such as the Financial Aid Office, The Business Office, or the Housing Office. Students must complete a separate Release of Information for those offices.

INDIVIDUALS AUTHORIZED TO RECEIVE INFORMATION ABOUT YOUR ACADEMIC RECORD

First Name	Last Name	Relationship

By signing below, I hereby authorize the Admissions and Records Office and the Counseling and Advising Office at College of the Redwoods to release information pertaining to my academic record to the individual(s) listed above. I understand that I have the right to rescind this request at any time by submitting a signed and dated request in writing to the Admissions and Records Office.

Student's Signature _____

Date _____

Full Name _____ CR ID# _____
Date of Birth _____ Phone Number _____

Did You Transfer from a Regionally Accredited Institution?

Are you currently enrolled and pursuing a Certificate or Degree from CR?
Have you completed 12 units/credits at College of the Redwoods?
Are your official transcripts* on file with Admissions & Records?

**Official Test Scores (AP/IB Exams) require approval from a counselor/advisor.
*International Educational Records require prior evaluation by an international evaluation service.
Quarter Units are only applicable toward certain Degrees and may not qualify toward a portion of AA/AST Degrees.

If you answered YES to ALL of the above, submit this form!
Approved coursework will apply toward your program completion. Limitations may apply.

For assistance completing this form, contact Counseling & Advising at (707) 476-4150
For a list of current Degrees & Certificates offered, visit www.redwoods.edu/degrees

Please select ONE of the Degree or Certificate options AND provide your program/major:

- Associate Degree for Transfer (AAT or AST): _____
General Education Pattern: _____
- Associate of Arts, Liberal Arts Degree: _____
General Education Pattern: _____
- Associate of Science: _____
- Certificate of Achievement: _____
- Certificate of Recognition: _____

What happens next?

Your transcript evaluation request will take 2 – 4 weeks to process. Once processed, you will be notified via your CR Email address. You can view the results of your transcript evaluation by logging onto your WebAdvisor account and selecting “Program Evaluation.”

SUBMIT THE COMPLETED FORM TO: Evaluator@redwoods.edu

By signing below, I acknowledge understanding and acceptance that requesting an evaluation of my official transcripts and/or test scores does not guarantee that all previously earned credits will apply to my current program completion at College of the Redwoods. Furthermore, I understand and accept all terms and conditions listed above and acknowledge that, if I have failed to meet any of the above conditions, my Transcript Evaluation Request will be automatically denied.

Student's Signature _____ Date _____



Transcript Evaluation

International Program

International students wanting college credit earned outside of the U.S. applied to their program at CR must provide an evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing.

For a full list of approved transcript evaluation services, please review the “*Foreign Transcript Evaluation*” document provided within this packet. Please review the requirements and costs for the evaluation service that you select as requirements may vary. However, each service requests an official transcript.

Required Information to Be Included Within the Transcript Evaluation

SECTION 1:

Evaluated transcripts meeting the requirements for Section 1, may qualify for elective credit toward their program completion.

- A. There must be a description of the country’s higher education system as well as the role of the institution within the system.
- B. Verification that the institution is approved by the country’s approving/accrediting agency (i.e. Ministry of Education).
- C. Hours that were completed and their unit equivalencies for a semester system.
- D. Grades must be equivalent to the U.S. grading system (i.e. grades A – F). If the grade earned was Pass/No Pass or a percentage, the percentage required for a passing grade must be included.

SECTION 2:

Evaluated transcripts meeting the requirements for Section 1 & Section 2, may qualify for elective credit and course credit toward their program completion. A maximum of the equivalent of 30 semester units may be accepted.

- A. Course description
- B. Topics covered in course
- C. Hours completed for course (i.e. lecture hours and/or lab hours)
- D. Prerequisite(s) required for the course, if applicable

Important Next Steps

After we receive your evaluated transcript, we will apply prerequisites to your record so that you can continue to progress in your studies.

However, we will only complete the full transcript evaluation and apply the maximum of the equivalent of 30 semester units *AFTER* you have earned 12 units at College of the Redwoods. Once you earn 12 units at CR, you can then submit the “*Transcript Evaluation Request*” form and we will apply all applicable coursework toward your program completion.



State of California
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213
Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

FOREIGN TRANSCRIPT EVALUATION

Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees*, and other relevant documents prior to applying to the Commission for a California credential, permit, or certificate. A detailed, course-by-course, foreign transcript evaluation is required any time foreign course work is used to meet any credential requirement, even if the foreign course work has been accepted by a college or university in the United States. The only exception to this is for those individuals applying for an Emergency 30-Day Substitute Permit, for which a general report is sufficient.

Foreign transcripts must be evaluated by one of the approved organizations listed on this leaflet in order to be accepted by the Commission. These organizations are private enterprises who charge a fee for their services. Individuals seeking a foreign transcript evaluation must follow the procedures outlined by the organization providing the evaluation. **In all instances, original, official documentation will be required when requesting the evaluation.**

*The bachelor's degree requirement for California certification refers to the equivalent of a four-year (or more) college-level program. Individuals who obtained a credential or teaching certificate in a jurisdiction outside of the United States should also submit a photocopy of that document to the evaluating agency

AGENCIES APPROVED BY THE COMMISSION FOR FOREIGN TRANSCRIPT EVALUATION

Academic & Professional International Evaluations, Inc. (APIE)

P.O. Box 5787
Los Alamitos, CA 90721-5787
Telephone: (562) 594-6498
APIE@email.msn.com
Website: <http://www.apie.org>

Academic Credentials Evaluation Institute (ACEI)

P.O. Box 6908
Beverly Hills, CA 90212
Toll Free: (800) 234-1597 (USA Only) or (310) 275-3530
Fax: (310) 275-3528
Email: acei@acei-global.org
Website: <http://www.acei-global.org>

ACEI - Application Mail Processing Centers

Los Angeles: 9854 National Blvd, Box 186, Los Angeles, CA 90034

West Los Angeles: 9461 Charleville Blvd., Box 188, Beverly Hills, CA 90212

Academic & Credential Records, Evaluation & Verification Services (ACREVS)

California (Silicon Valley – San Francisco – Bay Area)

1776 Clear Lake Avenue
Milpitas, California 95035-7014
Telephone: (866) 583-4834 Toll Free or (408) 719-0015
Fax: (510) 252-0876
Email: info@acrevs.com
Website: <http://www.acrevs.com>

American Education Research Corporation (AERC)

382 East Rowland Street
Covina, CA 91723-3154
Telephone: (626) 339-4404
Fax: (626) 339-9081
Email: AERC@verizon.net
Website: <http://www.aerc-eval.com>

Educational Credential Evaluators, Inc. (ECE)

P.O. Box 514070
Milwaukee, WI 53203-3470
Telephone: (414) 289-3400
Fax: (414) 289-3411
Email: eval@ece.org
Website: <http://www.ece.org>

Educational Records Evaluation Service (ERES)

2480 Hilborn Road, Suite 106
Fairfield, CA 94534
Telephone: (866) 411-3737 or (707) 759-2866
Email: edu@eres.com
Website: <http://www.eres.com>

Foreign Credential Services of America (FCSA)

1910 Justin Lane
Austin, TX 78757
Telephone: (512) 459-4565
Fax: [\(512\) 459-4565](tel:(512)459-4565)
Email: info@foreigncredentials.org
Website: www.foreigncredentials.org

Foreign Credential Services of America West, Monterey, CA (FCSA-WEST)

798 Lighthouse Ave, Suite 140
Monterey, CA 93940
Telephone: [\(831\) 372-1466](tel:(831)372-1466)
Fax: [\(831\) 372-1441](tel:(831)372-1441)
Website: www.foreigncredentials.org

Institute for International Credentials Evaluations at California State University, Fresno (IICE)

5150 North Maple Avenue, M/S JA56

At California State University, Fresno

Fresno, CA 93740-8026

Telephone: (559) 278-7622

Fax: (559) 278-7879

Email: credeval@iicecsufresno.net

Website: <http://www.fresnostate.edu/studentaffairs/issp/iice/>

NOTE: IICE closed June 30, 2014. Individuals in need of reports that were completed before this date can consult the Fresno State web page at <http://www.fresnostate.edu/studentaffairs/issp/iice/> for directions.

International Education Research Foundation, Inc. Credentials Evaluation Service (IERF)

P.O. Box 3665

Culver City, CA 90231-3665

Telephone: (310) 258-9451

Fax: (310) 342-7086

Email: info@ierf.org

Website: <http://www.ierf.org>

Request a Detailed Report. On an IERF's application, Section 2, please check the following:

1. *Professional Licensing/Certification.*

*Field: **Teaching***

*State: **CA***

World Education Services (WES)

P.O. Box 5087

Bowling Green Station

New York, NY 10274-5087

Telephone: (212) 966-6311

Fax: (212) 739-6100

Email: <http://www.wes.org/support/>

Website: <http://www.wes.org>

Additional Information

All of the listed evaluation agencies offer rush services at an additional cost. Contact the agency for more information on fees and other requirements for the evaluation.

If you are seeking a credential to teach in the public schools of California, refer to the leaflets below for specific requirements for teachers prepared outside of the United States.

- Elementary Teaching (Multiple Subject Teaching Credential) ([CL-871](#))
- Secondary Teaching (Single Subject Teaching Credential) ([CL-870](#))
- Special Education Teaching (Education Specialist Instruction Teaching Credential) ([CL-872](#))
- Day-to-Day Substitute Teaching (Emergency 30-Day Substitute Teaching Permit) ([CL-505P](#))
- All Other Teaching – visit the Commission's website at <http://www.ctc.ca.gov>