

## 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, 1154 Linn 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
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**Referrals for Official English Translation Services in Cedar Rapids/Iowa City area:**

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

**Innerlingua Translation Services**

387-30<sup>th</sup> St Southeast  
Cedar Rapids, IA  
(866) 664-4182  
[www.innerlingua.com/](http://www.innerlingua.com/)

**Omnilingua Inc**

306 6th Ave SE  
Cedar Rapids, IA  
(319) 365-8565  
[www.omnilingua.com/](http://www.omnilingua.com/)

**Omega Translation Services**

PO Box 745  
Iowa City, IA 52244-0745  
[www.omegatranslationservices.com](http://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](http://www.ierf.org)

**Educational Credential Evaluations, Inc.**

P.O. Box 514070  
Milwaukee, WI 53203  
[www.ece.org](http://www.ece.org)

**World Education Services, Inc.**

P.O. Box 5087  
Bowling Green Station  
New York, NY 10274  
[www.wes.org](http://www.wes.org)

**Academic Credentials Evaluation Institute**

P.O. Box 6098  
Beverly Hills, CA 90212  
[www.acei1.com](http://www.acei1.com)

**SpanTran**

2400 Augusta Drive, Suite 451  
Houston, TX 77057  
T: 713-266-8805  
F: 713-789-6022  
[SpanTran Pathway - Kirkwood Community College](#)