

## Foreign Credentials

Equivalency of education completed in foreign schools will be determined upon credentials evaluation by the Board of Examiners' credentials evaluator. There is a non-refundable fee of \$250.00 U.S. dollars for the evaluation of foreign credentials. Applicants must submit university and professional education credentials to the Board of Examiners. These records must describe all courses completed as well as certify the degrees and professional qualifications achieved. It is recommended that documents be sent by registered mail or secure courier service accompanied by a request that they be returned to the applicant when the evaluation is completed. Allow eight weeks for evaluation of foreign credentials. Evaluations performed by private agencies are not recognized by the Board.

### General Guidelines for submission of International Credentials for Evaluation Illinois Board of Examiners

Generally, the academic documents/records that are required to render an evaluation are the official transcripts and certification of degree award. This requirement typifies the educational credentials from most countries that issue transcripts similar to those found in the U.S. For those countries where other forms of educational records are issued, we will specify the academic documents required.

#### **The following are the guidelines for satisfying the credentials requirement:**

1. Applicants from countries that do not claim English as their official language should provide original transcripts and/or marksheets and certification of degrees or diplomas from institutions attended, accompanied by official English translations. They also need to submit, if any, original documentation of examination results and certificates from England-based professional institutes and associations such as, the Institute of Chartered Accountants, Institute of Cost and Works Accountants, and Institute of Cost and Management Accountants.
2. All relevant educational certificates, degrees and diplomas must be presented along with supporting documents that show the individual subjects studies and the marks and grades received.
3. To determine educational level and quantify exact course equivalence, the syllabi of the programs may be requested.
4. Notarized records are not considered official.
5. **Credit is not awarded for correspondence, distance learning, continuing education or other non-traditional studies. Contact the Board of Examiners prior to submission of official credentials and fees if you have completed any non-traditional course work.**
6. No academic credit is awarded for professional courses taken through employment, such as Continuing Professional Education courses, or work experience.

In educational systems where the standard documents differ, the specific requirements follow:

**India** - official marksheets for each year of the degree; official certification of degree with date awarded.

**Great Britain** - official record of subjects and examination results; official certification of degree, degree classification with date awarded.

**France** - official relevé de notes or annual record of courses and marks earned; official certification of all degrees and diplomas (attestations). All documents must be in English and French. Translations must be literal or word for word and must be completed by an official translator.

**Germany** - official studienbuch (student book) and Zeugnis (certificate), and schein showing courses, grades and examination results (Vordiplomprüfungzeugnis and Diplomprüfungzeugnis). Official diploma(s) (Vordiplom & Diplom w/ date awarded. If taken, the Reifezeugnis or Abiturprüfung results. All documents must be in English and German. Translations must be performed by an official translator and should be literal or word for word from the studienbuch. Self-reported and self-translated documents are unacceptable. Official university syllabi are the only acceptable documentation of course descriptions. *(Also for Austria).*