**Virginia Department of Education**

**Department of Teacher Education and Licensure**

**P. O. Box 2120**

**Richmond, Virginia 23218-2120**

**Documentation of College/University Coursework and Degrees**

**Earned from Institutions of Higher Learning Outside of the United States**

This document provides information on the procedure for individuals to obtain an evaluation of their college/university coursework and/or degrees from institutions of higher education outside of the United States.

Individuals who are seeking an educator license and who attended a college/university or earned a degree outside of the United States need to obtain an evaluation of their credentials conducted by one of the following agencies. (If an individual took only coursework – not completed a degree – outside of the United States and it was transferred on an official transcript from a regionally accredited college or university listing the course titles and semester- or quarter-hour credits earned, the official transcript from the U.S. regionally accredited college or university is acceptable to document the courses.) **To document degrees**, the evaluation **must** include a statement regarding the equivalency of the program of study to a degree (such as baccalaureate degree or master’s degree) granted from a regionally accredited college or university in the United States. **The evaluation also must include a listing of the courses completed and the semester-hour equivalent for each course.** The evaluation may be accepted in lieu of an official transcript from the institution of higher education outside of the United States.

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| Center for Educational Documentation  P. O. Box 170116  Boston, MA 02117  Telephone: (617) 338-7171  Fax: (617) 338-7101  Email: [info@cedevaluations.com](mailto:info@cedevaluations.com)  Web Address: [www.cedevaluations.com](http://www.cedevaluations.com)  Foreign Consultants, Inc.  Credential Evaluation Services  11206 A Osage Circle  Westminster, CO 80234  Telephone: (303) 585-0978  Email: [info@foreignconsultants.com](mailto:info@foreignconsultants.com)  Web Address: [www.foreignconsultants.com](http://www.foreignconsultants.com)  Foundations for International Services, Inc.  505 Fifth Avenue South, Suite 101  Edmonds, WA 98020  Telephone: (425) 248-2255  Email: [info@fis-web.com](mailto:info@fis-web.com)  Web Address: [www.fis-web.com](http://www.fis-web.com) | Institute of Foreign Credential Services (IFCS)  12 Cedar Street  Dobbs Ferry, NY 10522  Telephone: (914) 693-2840  Fax: (914) 231-7782  Email: [Info@ifcsevals.com](mailto:Info@ifcsevals.com)  Web Address: [www.ifcsevals.com](http://www.ifcsevals.com)  International Education Research Foundation  P. O. Box 3665  Culver City, CA 90231-3665  Telephone: (310) 258-9451  Fax: (310) 342-7086  Email: [info@ierf.org](mailto:info@ierf.org)  Web Address: [www.ierf.org](http://www.ierf.org)    Josef Silny and Associates, Inc.  7101 SW 102 Avenue  Miami, FL 33173  Telephone: (305) 273-1616  Fax: (305) 273-1338  Email: [info@jsilny.org](mailto:info@jsilny.org)  Web Address: [www.jsilny.com](http://www.jsilny.com) |
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| Global Credentials Evaluators  3515-B Longmire Drive PMB 323  College Station, TX 77845  Telephone: (800) 707-0979  International: (301) 421-4581  Email: [gce@gceus.com](mailto:gce@gceus.com)  Web Address: [www.gceus.com](http://www.gceus.com)  International Consultants of Delaware  3600 Market Street, Suite 450 Philadelphia, PA 19104-2651  Telephone: (215) 243-5858  Email: [icd@icdeval.com](mailto:icd@icdeval.com)  Web Address: [www.icdeval.com](http://www.icdeval.com) | SpanTran Educational Services  2400 Augusta Drive, Suite 451  Houston, TX 77057  Telephone: (713) 266-8805  Fax: (713) 789-6022  Email: [status@spantran.com](mailto:status@spantran.com)  Web Address: [www.spantran.com](http://www.spantran.com)  World Education Services  Bowling Green Station  P. O. Box 5087  New York, New York 10274  Telephone: (212) 966-6311  Fax: (212) 739-6100  Email: [support@wes.org](mailto:support@wes.org)  Web Address: [www.wes.org](http://www.wes.org) |

Individuals seeking an initial license in Virginia must meet requirements outlined in the [*Licensure Regulations for School Personnel*](https://law.lis.virginia.gov/admincode/title8/agency20/chapter23/), as well as applicable assessments, and statutory requirements. If an individual completes an alternate route to licensure or completed a teacher preparation program outside of the United States, the application and supporting credentials should be submitted to the Department of Education by the employing Virginia school division or nonpublic school.

For information on the licensure regulations, routes to licensure, assessment requirements, etc., please refer to the following website: <http://doe.virginia.gov/teaching/licensure/index.shtml>.