**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 Web Address: [www.cedevaluations.com](http://www.cedevaluations.com) Foreign Consultants, Inc.Credential Evaluation Services11206 A Osage Circle Westminster, CO 80234 Telephone: (303) 585-0978Email: 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 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) 231-7782Email: Info@ifcsevals.com Web Address: [www.ifcsevals.com](http://www.ifcsevals.com) International Education Research FoundationP. O. Box 3665Culver City, CA 90231-3665Telephone: (310) 258-9451Fax: (310) 342-7086Email: info@ierf.org Web Address: [www.ierf.org](http://www.ierf.org)  Josef Silny and Associates, Inc.7101 SW 102 AvenueMiami, FL 33173Telephone: (305) 273-1616Fax: (305) 273-1338Email: info@jsilny.org Web Address: [www.jsilny.com](http://www.jsilny.com)  |
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| Global Credentials Evaluators 3515-B Longmire Drive PMB 323College Station, TX 77845 Telephone: (800) 707-0979 International: (301) 421-4581 Email: gce@gceus.com Web Address: [www.gceus.com](http://www.gceus.com) International Consultants of Delaware3600 Market Street, Suite 450Philadelphia, PA 19104-2651Telephone: (215) 243-5858Email: icd@icdeval.com Web Address: [www.icdeval.com](http://www.icdeval.com)  | SpanTran Educational Services2400 Augusta Drive, Suite 451Houston, TX 77057Telephone: (713) 266-8805Fax: (713) 789-6022Email: status@spantran.com Web Address: [www.spantran.com](http://www.spantran.com) World Education Services Bowling Green StationP. O. Box 5087 New York, New York 10274 Telephone: (212) 966-6311Fax: (212) 739-6100Email: 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>.