



Virginia Department of Education
Department of Teacher Education and Licensure
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804-225-2022

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. (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/university or United States Department of Education (USDOE) nationally recognized institution listing the course titles and semester- or quarter-hour credits earned, the official transcript from the United States 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 or USDOE nationally recognized institution in the United States. **The evaluation also must include a listing of the courses completed and the semester-hour equivalent for each course.**

Applicants can request an evaluation from a member organization of one of the two national associations of credential evaluation services:

1. **National Association of Credential Evaluation Services** (NACES) is an association of 19 credential evaluation services with admission standards and an enforced code of good practice.
2. **Association of International Credentials Evaluators** (AICE) is an association of 10 credential evaluation services with a board of advisors and an enforced code of ethics.

Credential evaluations are not free and applicants are responsible for the cost of the selected service. The cost and the time-frame to perform the service will vary according to the complexity of the case and the amount of documentation provided. The entire credentialing process may take weeks to months.

Applicants may submit the copies of their foreign education credential evaluations in lieu of transcripts from institutions outside the United States in their application package.

Individuals seeking an initial license in Virginia must meet requirements outlined in the [Licensure Regulations for School Personnel](#), 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>.