POLICY TITLE
Credential Evaluation for International Students

POLICY NUMBER
1.4 (Formerly 1.1SAP)

PRIMARY RESPONSIBILITY
International Student Admissions

CREATION / REVISION / EFFECTIVE DATES
Created December 1997/Revised September 2011/Effective immediately

PURPOSE
The purpose of this policy is to widen the list of available College-approved credential evaluators. This will reduce barriers for international students who have completed secondary and/or postsecondary education outside of the United States.

ORGANIZATIONAL SCOPE OR AUDIENCE
Admissions, Designated School Officials, prospective and current international students, and other domestic students who may have completed coursework outside of the U.S.

DEFINITIONS

Credential evaluation: A formal assessment of a degree or diploma from a foreign country to determine equivalency of coursework completed in the U.S. Credential evaluations are typically required for employment, further education or immigration purposes.

DSO - Designated School Official: The person at each campus who the Federal law and regulations require to update and maintain the SEVIS records of non-immigrant students in F and M visa categories.

F-1 Student: An F-1 student is a nonimmigrant who is pursuing a "full course of study" to achieve a specific educational or professional objective, at an academic institution in the United States that has been designated by the Department of Homeland Security (DHS) to offer courses of study to such students, and has been enrolled in SEVIS (the Student and Exchange Visitor Information System). The F-1 category is created by section 101(a)(15)(F) of the Immigration and Nationality Act (INA), and regulated by DHS regulations at 8 C.F.R. 214.2(f).

International Students: Students who are non-immigrant aliens who are allowed to enter the U.S. for a specific purpose and for a limited period of time. Many receive an F-1 student visa and enter the U.S. in F-1 status to pursue a full course of study toward a degree at an academic institution. International students may also seek an M-1 student
visa if they are entering to pursue a course of study at a vocational or non-academic institution. There are many other visa classifications that may or may not permit enrollment at a post-secondary institution.

**POLICY**
A foreign transcript equivalency evaluation from an approved evaluator is required to indicate that the applicant has attained the equivalent of a U.S. high school graduation or transferable college credit. Said evaluation is the responsibility of the student. The College-approved evaluation agencies must be NACES members. Details about NACES, along with the current list of NACES members can be found at [www.naces.org](http://www.naces.org).

The type of evaluation report required by Ivy Tech to document high school equivalency is a general report. However, if a student wishes to transfer in college credit from an institution outside of the U.S., a detailed or subject matter analysis evaluation may be required.

**PROCEDURE**
Student or applicant will be referred to [www.naces.org](http://www.naces.org) to select a College-approved credential evaluator, and will follow that agency’s instructions for credential evaluation. A copy of the evaluation report should be sent directly from the evaluator to Ivy Tech Community College. Said report will be treated as if it is an official transcript. Cost of the evaluation is the responsibility of the student or applicant. The DSO, with the assistance of the office that oversees transfer of credit, will determine if evaluation meets College requirements and will post appropriately on Banner.

**REFERENCES**
NAFSA, [www.nafsa.org](http://www.nafsa.org)
NACES, [www.naces.org](http://www.naces.org)
U.S. Immigration and Customs Enforcement, [www.ice.gov](http://www.ice.gov)

**RESOURCE PERSON**
Primary Designated School Official (PDSO)
Designated School Official (DSO)