International Transcript Evaluation Request

A Kirkwood international transcript evaluation is requested to determine how transfer credits from prior education will apply to your academic record at Kirkwood. If you transfer to another institution, that institution will make its own evaluation of transfer credit which may or may not differ.

If you have any questions, please contact International Programs at 319-398-5579.

Instructions:

- Complete the form below and submit to International Programs.
- Attach only “Official Transcripts” (sealed in original envelopes) from other institutions. *Kirkwood does NOT evaluate scanned, faxed or previously opened transcripts.*
- You may be asked to submit a course description for classes you have completed.
- Official English translations are required. See next page for referrals.
- Submit completed form and attach original documents in sealed envelopes to: International Programs, 1154 Linn Hall, 319-398-5579.
- There is a 4-6 week processing time. You will receive an email notification when complete.

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Kirkwood K Number __________________________

Last Name:________________________ First Name:_________________________ Middle Name:________________________

Email:__________________________________________________________

Today’s Date: ________________ Phone Number: __________________________

What are you studying at Kirkwood? (i.e. major) __________________________

List all institutions to be evaluated

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<tr>
<th>Name of Institution</th>
<th>Type of Institution (circle one)</th>
<th>Institution Address</th>
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Indicate the school where you plan to transfer for your Bachelor degree: __________________________

Would you like your original transcript returned to you after evaluation? [ ] Yes [ ] No

If yes, provide a mailing address: __________________________

Student:________________________ Signature:________________________ Date ________
Referrals for Official English Translation Services in Cedar Rapids/Iowa City area:
(required for non-English documents being submitted to Kirkwood)

Innerlingua Translation Services
387-30th St Southeast
Cedar Rapids, IA
(866) 664-4182
www.innerlingua.com/

Omnilingua Inc
306 6th Ave SE
Cedar Rapids, IA
(319) 365-8565
www.omnilingua.com/

Omega Translation Services
PO Box 745
Iowa City, IA 52244-0745
www.omegatranslationservices.com

Translation AZ
Iowa City
Phone: (301) 202-7886

Referrals for Official Foreign Transcript Evaluations for General Purposes:
(Not for Kirkwood only credit)

International Education Research Foundation, Inc.
P.O. Box 3665
Culver City, CA 90231
www.ierf.org

Educational Credential Evaluations, Inc.
P.O. Box 514070
Milwaukee, WI 53203
www.ece.org

World Education Services, Inc.
P.O. Box 5087
Bowling Green Station
New York, NY 10274
www.wes.org

Academic Credentials Evaluation Institute
P.O. Box 6098
Beverly Hills, CA 90212
www.acei1.com

SpanTran Houston Office
2400 Augusta Drive, Suite 451
Houston, TX 77057
T: 713-266-8805
F: 713-789-6022