

Requesting International Transfer Credit



Kansas City Kansas Community College (KCKCC) does **NOT** perform international transfer credit evaluations. To receive transfer credit for international college or university coursework, you must have an official **course-by-course** credential evaluation submitted to KCKCC directly from a NACES member international credential evaluation agency. The official **course-by-course** credential evaluation will determine the number of credit hours and the specific classes that may be transferable to KCKCC.

Instructions

- Apply for an official **course-by-course** credential evaluation from a NACES member credential evaluation agency
- Email the Coordinator of Transcript Services (transcript_review@kckcc.edu) to request the posting of transfer credit to your KCKCC transcript
 - This email should be sent **AFTER** your official **course-by-course** credential evaluation has been received by Transcript Services in KCKCC's Registrar's Office
 - To verify if your credential evaluation has been received, email student_records@kckcc.edu

Applying for a Course-by-Course Evaluation

- Review the websites of the current members of the National Association of Credential Evaluation Services (NACES) for their individual application, documentation and fee requirements
 - The list of current NACES members is available online at www.naces.org/members.html
 - Costs/fees vary, typically ranging between \$150.00 to \$200.00
 - Processing times vary, typically ranging between 7 to 10 business days; expedited processing is typically available for an additional fee
- Complete your selected agency's application for a **course-by-course** evaluation, pay the evaluation fee, and submit all required documents
 - Request that an official evaluation be sent directly to KCKCC at:
Transcript Services, Registrar's Office
Kansas City Kansas Community College
7250 State Ave.
Kansas City, KS 66112
 - Carefully follow all application instructions on your selected evaluation agency's website
 - Your credentials may be required to be submitted directly from your college/university
 - A Syllabus of university studies may be required in some cases
 - Credentials not issued in English will likely require submission of an official English translation
 - Many evaluation agencies also offer translation services for an additional fee
- Contact the credential evaluation agency with all questions

Notes:

- ▶ Kansas City Kansas Community College (KCKCC) does **NOT** perform international transfer credit evaluations.
- ▶ Submit questions about the receipt of your official **course-by-course** credential evaluation to student_records@kckcc.edu
- ▶ Submit questions about the posting of transfer credit to your KCKCC transcript to transcript_review@kckcc.edu
- ▶ Refer to the *Transcripts* page of the KCKCC website for additional information, including eligibility for transfer credit