



U.S. Transcript Guidelines

All U.S. transcripts must be from a regionally accredited institution of higher education. Unofficial transcripts are acceptable for the application process; however, any offer of employment is contingent upon receipt of official transcripts within 30 days.

U.S. transcripts must be received by HR in one of the following formats:

- Transcripts that are mailed directly to HR from the degree granting institution
- Hand-delivered official transcripts that are in sealed letterhead envelopes from the degree granting institution
- Transcripts that are emailed directly to HR if the URL link to access the transcript is sent directly from the degree granting institution
- Transcripts received by the Collin College Registrar through the authorized Electronic Transcript Network

PLEASE NOTE: Photocopies or transcripts that are stamped “Issued to Student” are NOT acceptable.

A listing of regionally accredited institutions of higher education can be found on the following website: <http://www.chea.org>



Foreign Transcript Guidelines

Applicants with transcripts from countries other than the United States must provide official copies of their foreign transcripts and have their transcripts evaluated (and translated if in a language other than English) at their own expense by an agency that is certified by the National Association of Credential Evaluation Services (NACES) to determine the U.S. equivalency. Unofficial copies of the transcript, evaluation and translation documents are acceptable for the application process; however, any offer of employment is contingent upon receipt of ALL official documentation as indicated below within 30 days.

Faculty members with foreign transcripts must submit ALL of the following:

- **An official copy of the foreign transcript** received by HR in one of the following formats:
 - Mailed directly to HR from the degree granting institution
 - Hand-delivered official transcripts that are in sealed letterhead envelopes from the degree granting institution
 - Transcripts that are emailed directly to HR if the URL link to access the transcript is sent directly from the degree granting institution
 - Transcripts received by the Collin College Registrar through the authorized Electronic Transcript Network

- **An official transcript evaluation** that evaluates the OFFICIAL foreign transcripts to determine its equivalency with a degree in the U.S. from a regionally accredited institution sent in either of the following formats:
 - A faxed copy that is sent to HR directly from the evaluation agency if the document is on agency letterhead and the agency's fax number is clearly shown in the fax header OR
 - An original letter from the credential evaluation/translation company on letterhead
 - Evaluation must note that official transcripts were reviewed or HR must send a copy of the official transcripts to the agency and require that they confirm that it is the same as the credentials they evaluated.
 - If the degree from a foreign institution is not clearly in the discipline being taught as recorded on the FCI, a course by course evaluation is required to ensure the equivalent of 18 or more graduate semester hours in the discipline.

- **A transcript translation** if the original transcript is written in a language other than English
 - Transcripts must be translated by the same company that evaluates the transcript

Photocopies delivered by the newly hired employee are NOT acceptable. Evaluated transcripts that have been translated by the employee or a non-NACES certified organization or individual are NOT acceptable.

A listing of NACES certified international credential evaluators can be found on the following website: <http://www.naces.org/members.htm>