



U.S. Transcript Guidelines

All U.S. transcripts must be from an 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 no later than **ten (10)** days from the date of hire.

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

- Official 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 are NOT acceptable.

A listing of accredited institutions of higher education can be found on the following website:

<https://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)** or the **Association of International Credential Evaluators (AICE)** 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 no later than **ten (10)** days from the date of hire.

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 an accredited NACES member institution sent in either of the following formats:
 - A faxed copy that is sent to HR directly from the evaluation agency 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 agency letterhead
 - Evaluation must note that official transcripts were reviewed.
 - 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 are NOT acceptable. Evaluated transcripts that have been translated by the employee or a non-NACES or non-AICE certified organization or individual are NOT acceptable.

A listing of NACES and AICE certified international credential evaluators can be found on the following website: <https://www.naces.org/members> <https://aice-eval.org/>