Foreign Transcript Evaluation

Applicants who are foreign graduates must provide a transcript evaluation to confirm that their degree is equivalent to an Associate’s, Bachelor’s, Master’s, or Doctorate degree awarded from an accredited institution in the United States.

An official copy of the transcript evaluation from a foreign credential evaluation agency must be submitted for each position applied. The evaluation may be faxed to 304-260-4367 or mailed to ATTN: Human Resources, Blue Ridge CTC, 13650 Apple Harvest Drive, Martinsburg, WV 25403. The evaluation must be received or your qualifications will not be considered due to an incomplete applicant packet. Please cite the job posting number with submission of the transcript evaluation. The transcript evaluation allows the immediate supervisor, program coordinator, and/or Human Resources to verify that the requirements are met for the discipline.

The following companies provide evaluation services:

- AACRAO International Education Services
  One Dupont Circle, NW, Suite 520
  Washington, DC 20036
  202.822.3940
  e-mail: ies@aacrao.org

- Word Communications International, Inc. (WCI)
  1202 East Maryland Avenue, Suite 2-F
  Phoenix, Arizona 58014
  602.265.0678
  e-mail: evaluations@earthlink.net

- International Education Research Foundation, Inc. (IERF)
  P.O. Box 3665
  Culver City, CA 90231-3665
  310.342.7086
  e-mail: info@ierf.org

- Educational Credential Evaluators, Inc.
  PO Box 514070
  Milwaukee, WI 53203-3470
  414.289.3400
  [http://www.ece.org](http://www.ece.org)
  e-mail: eval@ece.org

Note to Foreign Graduates:
Even foreign transcripts printed in English need to have the Foreign Credential Evaluation. An evaluation of the completed degree program is required to determine equivalency to degree programs awarded from an accredited institution in the United States.