



International Education
Counseling Center
310-434-4218

Evaluating Foreign Course Work

IMPORTANT NOTICE

Please be aware that if you plan to use any foreign course work towards your Associate in Arts degree **or** to verify that you have met a particular course requirement here at Santa Monica College, **you must bring the following documents with you:**

- 1) Transcript verifying the classes you have taken and the grades you received
- 2) Course description/outline written in English **clearly identifying all the topics covered** in the course along with the units or hours and possibly, applicable textbooks used

You will need to show these documents to the counselor when you meet to discuss the use of your foreign credentials. **We will be unable to take into consideration any of your foreign course work until we receive the proper documentation described above.**

Please note that in order to use any foreign course work towards our Associate in Arts Degree, students will be required to have their foreign credentials evaluated by an approved credential evaluation agency. The International Education Counseling Center can refer you to several such agencies when you meet with one of our counselors. The cost for this evaluation is approximately US\$180. Once Santa Monica College receives a copy of your initial credential evaluation, our Admissions Office and the academic department for your major will determine how your course work will be applied toward your degree.

If you do not plan to pursue an Associate in Arts degree while at Santa Monica College and only want to work toward transferring to a university, you are not required to go through this credential evaluation process. The university will normally evaluate your foreign course work once you have filed an admission application. Please feel free to discuss this evaluation process with one of our counselors when you arrive.

-International Education Counseling Center