

## **Guidelines for Processing Your Degrees, High School Diplomas, GEDs, and Education Earned Outside of the United States**

### **High School Diplomas**

If you have a high school diploma from anywhere (within or outside of the United States):

- Centralia College needs a copy of your original high school diploma document. The diploma must have an official seal and signature from the issuing institution.
- No transcripts are required to process a high school diploma. If you have only a transcript, but no copy of a high school diploma with signature and seal, follow the steps for degree evaluation.
- Centralia College will review your high school diploma to determine whether it was issued by an accredited institution
- If your original high school diploma is in a language other than English, you must obtain a translation by a translator who is a member of the American Translators Association (ATA). To obtain a translation:
  - Search the American Translators Association website for a list of translators: [http://www.atanet.org/onlinedirectories/individuals\\_tabs.php#tabs-2](http://www.atanet.org/onlinedirectories/individuals_tabs.php#tabs-2)
  - Use the “Advanced Search” tab for additional search criteria: [http://www.atanet.org/onlinedirectories/individuals\\_tabs.php#tabs-5](http://www.atanet.org/onlinedirectories/individuals_tabs.php#tabs-5)

### **GEDs**

If you have a GED, provide *either* a copy of the certificate of completion *or* a copy of proof that an examination was completed.

### **Degrees**

- If your transcripts are in English and were earned in the United States, follow the [Five Easy Steps](#) to process your education.
- If your transcripts are in English, but you earned your degree in another country, Centralia College is willing to look at transcripts prior to requesting that you complete a degree evaluation. Depending on the institution, it may be possible to complete the verification process without a NACES evaluation of the degree. For inquiries, email all documents as outlined in the Five Easy Steps to Centralia College at [centraliamerit@centralia.edu](mailto:centraliamerit@centralia.edu). If Centralia College determines that your degree requires a degree evaluation, follow the steps below for degrees earned outside of the U.S.
- If you earned your degree outside of the United States and your transcripts are not in English:
  - A degree evaluation must be completed.
  - You may choose any of the [NACES member organizations](#) to process your degree evaluation. Prices, process and turn-around time varies by organization. We often refer people to the following two organizations:

- Foundation for International Services <https://www.fis-web.com/>  
Contact phone number (425) 248-2255
- International Education Consultants <http://www.jsilny.com/html/faq.htm>  
Contact phone number (305) 273-1616

### **For All Applicants**

Once you have gathered your documents, follow the [Five Easy Steps](#) to submit education information to Centralia College.

### **Helpful Terms**

**Degree evaluation:** Evaluation of international educational credentials or transcripts to determine the U.S. equivalency. This evaluation is done by a member of NACES.

**Translation:** Language translation of a diploma or transcript for evaluation purposes. Translation does not include evaluation of the degree to determine U.S. equivalency.

**U.S. equivalency:** A credential, degree, or program of education in the U.S. that is considered equal or comparable to a credential, degree, or program in another country.

**NACES:** National Association of Credential Evaluation Services (<http://www.naces.org/>)

**Centralia College:** Where education applications and supporting documents are reviewed and processed.